

# board agenda

Knox County Housing Authority  
**Regular Meeting of the Board of Commissioners**  
**Moon Towers Conference Room 101**  
11/26/2013  
10:00 a.m.

<b>Opening</b>	Roll Call	Chairperson Payton
	Review/Approve Previous Meeting Minutes	Chairperson Payton
	Review/Ratify 10-2013 Claims and Bills	Chairperson Payton
	Review/Ratify 10-2013 Financial Report	Chairperson Payton
<b>Old Business</b>	None	
<b>New Business</b>	Review/Approve Application for Payment #8 FINAL from CAD Construction Inc. for Scattered Sites Roofing Project	Derek Antoine
	Review/Approve Health Alliance Insurance Plan for December 01, 2013 Early Renewal	Derek Antoine
	Review/Approve Contract for Depository Banking Services	Derek Antoine
	Review/Approve Rider to Dental/Vision Insurance Plans	Derek Antoine
<b>Reports</b>	Executive Director's Report	Derek Antoine
	KCHA Counsel Report	Jack Ball
<b>Other Business</b>	Update on Domestic Hot Water at MT	Derek Antoine
	Henderson County Section 8 Program Transfer Request	Derek Antoine
	Election of Officers – Dates	Derek Antoine
	Benefit Budget FYE 2015	Derek Antoine
	PHADA Commissioner Conference	Derek Antoine

**MINUTES OF THE MONTHLY MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE KNOX COUNTY HOUSING AUTHORITY  
October 29, 2013**

The regular meeting of the Board of Commissioners of the Knox County Housing Authority was held at William Moon Towers. Roll call was taken and the following Commissioners were present:

PRESENT:           Wayne Allen  
                  Ben Burgland  
                  Dale Parsons  
                  Roger Peterson  
                  Paul Stewart

EXCUSED:           Lomac Payton  
ABSENT:           Tom Dunker

Also present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; Jack Ball, KCHA Attorney; Allison Goodrich, Register-Mail; and Will Stevenson, WGIL Radio.

Vice-Chairperson Peterson called the meeting to order at 10:00 a.m. Vice-Chairperson Peterson then asked if there were any additions or corrections to the previous meetings' minutes. Hearing none, Vice-Chairperson Peterson declared the minutes of 09/24/2013 and 10/07/2013 approved.

September 2013 claims against the HA Administration in the sum of \$232,169.40; Central Office Cost Center in the sum of \$33,775.00; Moon Towers in the sum of \$48,336.91; Family in the sum of \$61,953.01; Bluebell in the sum of \$15,840.70; Housing Choice Voucher Program in the sum of \$10,564.62; Brentwood (A.H.P.) in the sum of \$13,785.77; Prairieland (A.H.P.) in the sum of \$13,012.14; Capital Fund '12 in the sum of \$23,705.50; Capital Fund '13 in the sum of \$0.00; and Ross Service Coordinator in the sum of \$11,195.75 were presented for approval. Commissioner Stewart made a motion to ratify the claims and bills; Commissioner Parsons seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Parsons - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 5-0.

Vice-Chairperson Peterson then requested the Board review and approve the September 2013 financial reports and committee notes. After brief discussion, Commissioner Stewart made a motion to ratify the financial reports for September 2013 as presented; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Parsons - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 5-0.

**OLD BUSINESS**

There was no Old Business for consideration.

## NEW BUSINESS

First, Mr. Antoine requested the Board review and approve Change Order #1 from CAD Construction, Inc. for the Scattered Sites Roofing Project. After brief discussion, Commissioner Stewart made a motion to approve Change Order #1 from CAD Construction, Inc. in the amount of \$19,054.67; Commissioner Parsons seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Parsons - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 5-0.

Next, Mr. Antoine requested the Board review and approve Pay Request #7 from CAD Construction, Inc. for the Scattered Sites Roofing Project. After brief discussion, Commissioner Parsons made a motion to approve Pay Request #7 from CAD Construction, Inc. in the amount of \$92,324.90; Commissioner Stewart seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Parsons - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 5-0.

Next, Mr. Antoine requested the Board to review and approve Invoice from Dowers Roofing for Roof Replacement at Prairieland Townhouse Apartments. After brief discussion, Commissioner Stewart made a motion to approve the payment to Dowers Roofing for Prairieland Roof Replacement in the amount of \$61,474.00; Commissioner Parsons seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Parsons - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 5-0.

Next, Mr. Antoine requested the Board to review and approve Replacement of Additional Roofs at Prairieland Townhouse Apartments. After brief discussion, Commissioner Stewart moved to approve the replacement of additional roofs at Prairieland Townhouse Apartments by Dowers Roofing in the amount of \$41,072.00; Commissioner Parsons seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Parsons - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 5-0.

Next, Mr. Antoine requested the Board to review and approve Resolution 2013-13 Revision to the KCHA Procurement Policy to include the following addition: "The KCHA will place print advertising in local newspapers for solicitations in which the total contract cost will exceed \$50,000." This was posted for a 30-day review period without comment. After brief discussion, Commissioner Stewart made a motion to approve the Resolution 2013-13 Revision to the KCHA Procurement Policy; Commissioner Parsons seconded. Roll call was taken as follows:

Commissioner Allen - aye

Commissioner Burgland - aye  
Commissioner Parsons - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 5-0.

Next, Mr. Antoine requested the Board to review and approve Resolution 2013-14 for Bad Debt Write-Offs for Period Ending 09/30/2013. After brief discussion, Commissioner Parsons made a motion to approve Resolution 2013-14 for Bad Debt Write-Offs for Period Ending 09/30/2013; Commissioner Burgland seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Parsons - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 5-0.

Next, Mr. Antoine requested the Board to review and approve the Intergovernmental Agreement with the Illinois Office of the Comptroller. This agreement would allow KCHA to participate in the Illinois Debt Recovery Program and recoup bad debt owed to KCHA. After brief discussion, Commissioner Stewart made a motion to approve the Intergovernmental Agreement with the Illinois Office of the Comptroller; Commissioner Parsons seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Parsons - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 5-0.

## **REPORTS**

Mr. Antoine presented the Executive Director's Report for October 2013. This report presented a comprehensive overview of the Knox County Housing Authority including the following information: Training and Development, Media Outreach/Public Relations, Policy/Operations, Public Housing Program with property and occupancy information, Housing Choice Voucher, Affordable Housing Program and the Resident Opportunity and Self-Sufficiency Program. Mr. Antoine also provided the Board with KCHA's average rents for each AMP.

Mr. Ball provided the Board with an update on Legal Counsel activities for KCHA including his representation on matters in court.

## **OTHER BUSINESS**

Next, Mr. Antoine updated the Board on the domestic hot water situation at Moon Towers reporting that we are still waiting on supplies to be delivered so that work can begin on shower faucet replacement. It is anticipated that work will begin on or around 11/05/2013.

Next, Mr. Antoine updated the Board on his consulting work with the Nelrod Company, a housing consortium group. Mr. Antoine will be able to provide training from KCHA and any training that he does will be available to KCHA staff at no charge.

Next, Mr. Antoine asked the Board to schedule a work session on employee health insurance which would be attended by Brian Jablonski, KCHA's health insurance broker from Linden Health Services. The Board decided to hold this work session on 11/14/2013 at 10:00 a.m.

Next, Mr. Antoine informed the Board that Brandi Watkins had been promoted to Property Manager at Moon Towers. A job posting will be placed to fill her vacated Occupancy Specialist position.

**ADJOURNMENT**

Commissioner Parsons then made a motion to adjourn at 11:04 a.m.; Commissioner Stewart seconded. Roll call was taken as follows:

Commissioner Allen - aye

Commissioner Burgland - aye

Commissioner Parsons - aye

Commissioner Peterson - aye

Commissioner Stewart - aye

Motion Carried, 5-0.

Respectfully submitted,

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Secretary

**Knox County Housing Authority**  
**CLAIMS REPORT - LOW RENT**  
*October, 2013*

	Current Period	Last Year Same P	Variance	Current Year
<b>AMP001 - MOON TOWERS</b>				
Salaries	20,499.15	19,605.70	893.45	153,945.05
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	13,449.36	9,160.00	4,289.36	64,741.86
Administrative Expenses	663.84	550.10	113.74	5,666.51
Teneant Services	171.94	0.00	171.94	622.43
Utilities	3,659.08	3,972.44	-313.36	35,013.16
Maintenance Supplies/Contracts	6,076.17	5,334.57	741.60	41,262.04
Mileage	0.00	0.00	0.00	0.00
General Expenses	5,874.20	7,195.85	-1,321.65	40,140.55
Non-Routine Expense	0.00	340.45	-340.45	86.42
<b>TOTAL MOON TOWERS CLAIMS</b>	<b>50,393.74</b>	<b>46,159.11</b>	<b>4,234.63</b>	<b>341,478.02</b>
<b>AMP002 - FAMILY</b>				
Salaries	38,988.57	42,283.10	-3,294.53	299,625.62
Employee W/H Payments	0.00	0.00	0.00	134.54
Management Fees	15,649.12	9,930.10	5,719.02	73,581.73
Administrative Expenses	1,639.77	1,736.07	-96.30	14,795.59
Teneant Services	884.56	891.18	-6.62	3,515.76
Utilities	2,708.06	2,179.27	528.79	10,950.85
Maintenance Supplies/Contracts	5,682.23	4,167.04	1,515.19	55,182.56
Mileage	87.01	66.60	20.41	236.19
General Expenses	5,238.10	4,770.91	467.19	36,258.77
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL FAMILY CLAIMS</b>	<b>70,877.42</b>	<b>66,024.27</b>	<b>4,853.15</b>	<b>494,281.61</b>
<b>AMP003 - BLUEBELL</b>				
Salaries	8,236.95	8,101.34	135.61	61,969.43
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,379.36	2,677.50	1,701.86	20,787.32
Administrative Expenses	359.29	456.81	-97.52	4,269.86
Teneant Services	0.00	48.00	-48.00	0.00
Utilities	1,238.38	2,088.48	-850.10	11,697.27
Maintenance Supplies/Contracts	2,712.34	1,623.47	1,088.87	8,622.98
Mileage	0.00	24.42	-24.42	180.12
General Expenses	2,273.28	1,820.70	452.58	15,263.11
Non-Routine Expenses	0.00	0.00	0.00	6,688.26
<b>TOTAL BLUEBELL CLAIMS</b>	<b>19,199.60</b>	<b>16,840.72</b>	<b>2,358.88</b>	<b>129,478.35</b>
<b>COCC</b>				
Salaries	25,033.89	31,184.85	-6,150.96	206,358.96
Employee W/H Payments	5.50	-45.82	51.32	-608.63
Management Fees	0.00	0.00	0.00	180.80
Administrative Expenses	4,093.58	3,469.15	624.43	42,518.33
Teneant Services	-87.77	0.00	-87.77	0.00
Utilities	306.65	286.50	20.15	1,985.89
Maintenance Supplies/Contracts	0.00	0.00	0.00	3,008.51
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,018.95	748.99	1,269.96	14,990.75
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL COCC CLAIMS</b>	<b>31,370.80</b>	<b>35,643.67</b>	<b>-4,272.87</b>	<b>268,434.61</b>
<b>COMBINED - AMP1, AMP2, AMP3, &amp; COCC</b>				
Salaries	92,758.56	101,174.99	-8,416.43	721,899.06
Employee W/H Payments	5.50	-45.82	51.32	-474.09
Management Fees	33,477.84	21,767.60	11,710.24	159,291.71
Administrative Expenses	6,756.48	6,212.13	544.35	67,250.29
Teneant Services	968.73	939.18	29.55	4,138.19
Utilities	7,912.17	8,526.69	-614.52	59,647.17
Maintenance Supplies	14,470.74	11,125.08	3,345.66	108,076.09
Mileage	87.01	91.02	-4.01	416.31
General Expenses	15,404.53	14,536.45	868.08	106,653.18
Non-Routine Expenses	0.00	340.45	-340.45	6,774.68
<b>TOTAL LOW RENT CLAIMS</b>	<b>171,841.56</b>	<b>164,667.77</b>	<b>7,173.79</b>	<b>1,233,672.59</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - AHP / HCV**  
*October, 2013*

	Current Period	Last Year Same Period	Variance
<b>BRENTWOOD</b>			
Salaries	7,632.39	7,454.38	178.01
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,354.82	3,080.00	2,274.82
Administrative Expenses	811.99	834.19	-22.20
Utilities	5,141.82	4,470.50	671.32
Maintenance Supplies/Contracts	2,292.02	27,647.02	-25,355.00
<b>TOTAL BRENTWOOD CLAIMS</b>	<b>21,233.04</b>	<b>43,486.09</b>	<b>-22,253.05</b>

<b>PRAIRIELAND</b>			
Salaries	7,632.16	7,454.18	177.98
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,902.30	2,728.00	2,174.30
Administrative Expenses	658.93	387.46	271.47
Utilities	439.85	697.54	-257.69
Maintenance Supplies/Contracts	1,798.68	1,952.58	-153.90
<b>TOTAL PRAIRIELAND CLAIMS</b>	<b>15,431.92</b>	<b>13,219.76</b>	<b>2,212.16</b>

<b>AHP - BRENTWOOD &amp; PRAIRIELAND</b>			
Salaries	15,264.55	14,908.56	355.99
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,257.12	5,808.00	4,449.12
Administrative Expenses	1,470.92	1,221.65	249.27
Utilities	5,581.67	5,168.04	413.63
Maintenance Supplies	4,090.70	29,599.60	-25,508.90
<b>TOTAL AHP CLAIMS</b>	<b>36,664.96</b>	<b>56,705.85</b>	<b>-20,040.89</b>

<b>HOUSING CHOICE VOUCHER - HCV</b>			
Salaries	5,094.00	4,953.81	140.19
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,036.50	4,153.50	-117.00
Administrative Expenses	1,050.47	1,057.64	-7.17
<b>TOTAL HCV CLAIMS</b>	<b>10,180.97</b>	<b>10,164.95</b>	<b>16.02</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - GRANT PROGRAMS**  
*October, 2013*

	Current Period	Last Year Same Period	Variance
<b>CFG 2009 - \$810,612</b>			
Fees & Costs	0.00	0.00	0.00
Site Improvements	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00
Dwelling Equipment	0.00	0.00	0.00
<b>TOTAL CFG 2009 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CFG 2010 - \$807,886</b>			
Admin. / Operations	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00
Site Improvement	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00
Dwelling Equipment	0.00	0.00	0.00
Non Dwelling Equipment	0.00	0.00	0.00
<b>TOTAL CFG 2010 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CFG 2011 - \$671,671</b>			
Admin. / Operations	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00
Site Improvement	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00
Dwelling Equipment	0.00	0.00	0.00
Non-Dwelling Equipment	0.00	0.00	0.00
<b>TOTAL CFG 2011 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CFG 2012 - \$668,600</b>			
Admin. / Operations	0.00	66,860.00	-66,860.00
Fees & Costs	440.00	0.00	440.00
Site Improvement	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00
Dwelling Equipment	2,889.00	0.00	2,889.00
Non-Dwelling Equipment	0.00	0.00	0.00
<b>TOTAL CFG 2012 CLAIMS</b>	<b>3,329.00</b>	<b>66,860.00</b>	<b>-63,531.00</b>
<b>TOTAL CFG GRANT(S) CLAIMS</b>	<b>3,329.00</b>	<b>66,860.00</b>	<b>-63,531.00</b>
<b>ROSS SC GRANT - \$240,000</b>			
Salaries	5,425.44	4,338.73	1,086.71
Administrative	1,502.75	2,063.41	-560.66
<b>TOTAL ROSS SC CLAIMS</b>	<b>6,928.19</b>	<b>6,402.14</b>	<b>526.05</b>



Date: 11/18/2013

Time: 3:18:18 PM

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**Knox County Housing Authority**  
**CLAIMS REPORT TOTALS**  
*October, 2013*

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	Current Period	Last Year Same P	Variance	Current Year
<b>TOTALS</b>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	50,393.74	46,159.11	4,234.63	341,478.02
AMP002 - FAMILY	70,877.42	66,024.27	4,853.15	494,281.61
AMP003 - BLUEBELL	19,199.60	16,840.72	2,358.88	129,478.35
COCC	31,370.80	35,643.67	-4,272.87	268,434.61
<b>TOTAL LOW RENT</b>	<b>171,841.56</b>	<b>164,667.77</b>	<b>7,173.79</b>	<b>1,233,672.59</b>
<u>A.H.P.</u>				
BRENTWOOD	21,233.04	43,486.09	-22,253.05	112,509.03
PRAIRIELAND	15,431.92	13,219.76	2,212.16	109,195.96
<b>TOTAL A.H.P.</b>	<b>36,664.96</b>	<b>56,705.85</b>	<b>-20,040.89</b>	<b>221,704.99</b>
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	10,180.97	10,164.95	16.02	75,692.81
<b>TOTAL HCV</b>	<b>10,180.97</b>	<b>10,164.95</b>	<b>16.02</b>	<b>75,692.81</b>
<u>GRANTS</u>				
CAPITAL FUND GRANT '09	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '10	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '11	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '12	3,329.00	66,860.00	-63,531.00	215,513.76
ROSS SC GRANT '11	6,928.19	6,402.14	526.05	45,200.58
<b>TOTAL GRANTS</b>	<b>10,257.19</b>	<b>73,262.14</b>	<b>-63,004.95</b>	<b>260,714.34</b>
<b>TOTAL CLAIMS FOR MONTH</b>	<b>228,944.68</b>	<b>304,800.71</b>	<b>-75,856.03</b>	<b>1,791,784.73</b>

**MINUTES OF THE MONTHLY MEETING  
OF THE FINANCE COMMITTEE  
OF THE KNOX COUNTY HOUSING AUTHORITY  
November 22, 2013**

**ROLL CALL**

The regular meeting of the Finance Committee of the Knox County Housing Authority was called at 11:30 AM by Commissioner Burgland. Attendance for the meeting was as follows:

KCHA Commissioners:

PRESENT: Ben Burgland

ABSENT: Thomas Dunker, Wayne Allen

Housing Authority Members:

Present: Derek Antoine, Executive Director  
Cheryl Lefler, Assistant Director

**FINANCIAL REPORT**

First, the committee reviewed the October 2013 Financial Reports. The committee received the operating statements for COCC, Moon Towers, Family, Bluebell, Brentwood, Prairieland, and Housing Choice Voucher. The committee then had a brief questioning and answering discussion of each of these statements (see the "Notes" attachment). After the discussion and review of the financial reports, they were said to look good and that nothing out of the ordinary stood out.

Next, copies of the Depository Banking RFP submissions were distributed to the committee members present. Bids were received from First Midwest Bank and F&M Bank. Each member was asked to review the bid submissions, and complete the scoring analysis by Monday, November 25, 2013 at 12:00 PM. Mr. Antoine advised of a potential conflict of interest concerning the bid submission from F&M Bank, given the firm employs KCHA Board Member Thomas Dunker. Guidance from HUD Handbook 7460.8 REV 2 was given to Commissioner Burgland for review.

No other business took place.

**ADJOURN**

12:00 PM

Respectfully submitted,



Executive Director

# FINANCE COMMITTEE NOTES - NOVEMBER 20, 2013

For October 2013

## COCC

	<u>Oct</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$47,687.79	\$233,324.92	Raised Management Free rate from \$35 to \$66.42
Operating Expenses	\$31,365.30	\$269,043.24	
Net Revenue Income/(loss)	<u>\$16,322.49</u>	<u>(\$35,718.32)</u>	

**Operating in black for month and YTD - waiting on CFP201**

*If shows a loss, loss will be funded by COCC's reserve .*

COCC's Reserve	\$125,000.00	moved to cash per board
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## MOON TOWERS

	<u>Oct</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$79,935.58	\$413,075.80	Received both Sept & Oct. subsidies Management Fee Increase
Operating Expenses	\$50,393.74	\$341,478.35	
Net Revenue Income/(loss)	<u>\$29,541.84</u>	<u>\$71,597.45</u>	

**Operating in Black YTD**

*MT's Income will help cover some of Family's Loss.*

Moon Tower's Reserve	\$60,000.00	moved to cash per board
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## FAMILY

	<u>Oct</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$127,862.75	\$484,891.59	Received both Sept & Oct. subsidies Management Fee Increase Utilities
Operating Expenses	\$70,877.42	\$494,147.07	
Net Revenue Income/(loss)	<u>\$56,985.33</u>	<u>(\$9,255.48)</u>	

MT's Income	\$71,597.45
BB's Income	\$13,137.40

**Operating in black for month due to receiving 2 subsidies**

Family's remaining loss	<u>\$75,479.37</u>	<i>Loss will be funded by Family's reserve</i>
Family Reserve	\$323,000.00	moved to cash per board

## BLUEBELL

	<u>Oct</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$27,054.44	\$142,615.75	Received both Sept & Oct. subsidies Management Fee Increase Otherwise nothing out of the ordinary.
Operating Expenses	\$19,199.60	\$129,478.35	
Net Revenue Income/(loss)	<u>\$7,854.84</u>	<u>\$13,137.40</u>	

**Operating in Black both monthly & YTD**

*BB's Income will help cover some of Family's Loss*

Bluebell's Reserve	\$120,000.00	moved to cash per board
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# FINANCE COMMITTEE NOTES - NOVEMBER 20, 2013

For October 2013

## BRENTWOOD

	<u>Oct</u>	<u>Current YTD</u>
Operating Income	\$28,346.69	\$288,881.13
Operating Expenses	\$25,996.89	\$147,493.90
<b>Net Revenue Income/(loss)</b>	<b>\$2,349.80</b>	<b>\$141,387.23</b>

### Out of the ordinary:

Management Fee Increase  
Utilities  
Otherwise nothing out of the ordinary

**Operating in Black for month and YTD**

Brentwood's Cash & Reserve **\$393,196.78**

## PRAIRIELAND

	<u>Oct</u>	<u>Current YTD</u>
Operating Income	\$24,101.64	\$169,171.78
Operating Expenses	\$20,160.02	\$142,236.99
<b>Net Revenue Income/(loss)</b>	<b>\$3,941.62</b>	<b>\$26,934.79</b>

### Out of the ordinary:

Management Fee Increase  
Otherwise nothing out of the ordinary

**Operating in Black for month & YTD**

PrairieLand's Replacement Reserve **\$134,078.21**  
Residual Receipts **\$119,794.96**

## HOUSING CHOICE VOUCHERS

<u>Admin.</u>	<u>Oct</u>	<u>Current YTD</u>
Operating Income	\$9,259.50	\$65,349.64
Operating Expenses	\$10,744.73	\$79,970.14
<b>Net Revenue Income/(loss)</b>	<b>(\$1,485.23)</b>	<b>(\$14,620.50)</b>

Paid inspections

<u>HAP</u>	<u>Oct</u>	<u>Current YTD</u>
Operating Income	\$66,096.50	\$528,023.50
Operating Expenses	\$74,410.00	\$548,845.45
<b>Net Revenue Income/(loss)</b>	<b>(\$8,313.50)</b>	<b>(\$20,821.95)</b>

Paid Landlords for Sec 8 rents

Restricted Net Assets (NRA) **\$31,079.00**

as of 3-31-13

**(\$20,821.95)**

Current YTD Profit/(Loss)

**NRA** **\$10,257.05**

**YTD**

**Created by Lee Lofing, Finance Coordinator, KCHA**

**Knox County Housing Authority**  
**BOARD - COCC CASH FLOW STATEMENT**  
**October 31, 2013**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>COCC - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	47,687.79	35,050.00	233,324.92	245,350.00	-12,025.08	420,600.00
<b>TOTAL OPERATING INCOME</b>	<u>47,687.79</u>	<u>35,050.00</u>	<u>233,324.92</u>	<u>245,350.00</u>	<u>-12,025.08</u>	<u>420,600.00</u>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	29,182.69	36,937.50	249,046.38	258,562.50	-9,516.12	443,250.00
Total Tenant Services	-87.77	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	306.65	439.59	1,985.89	3,077.13	-1,091.24	5,275.00
Total Maintenance Expenses	-55.22	339.56	3,020.22	2,376.92	643.30	4,075.00
General Expense	2,018.95	2,160.41	14,990.75	15,122.87	-132.12	25,925.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<u>31,365.30</u>	<u>39,877.06</u>	<u>269,043.24</u>	<u>279,139.42</u>	<u>-10,096.18</u>	<u>478,525.00</u>
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<u>31,365.30</u>	<u>39,877.06</u>	<u>269,043.24</u>	<u>279,139.42</u>	<u>-10,096.18</u>	<u>478,525.00</u>
<b>NET REVENUE/-EXPENSE PROFIT/-LOSS</b>	<u>16,322.49</u>	<u>-4,827.06</u>	<u>-35,718.32</u>	<u>-33,789.42</u>	<u>-1,928.90</u>	<u>-57,925.00</u>
Total Depreciation Expense	400.00	500.00	3,000.00	3,500.00	-500.00	6,000.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<u>15,922.49</u>	<u>-5,327.06</u>	<u>-38,718.32</u>	<u>-37,289.42</u>	<u>-1,428.90</u>	<u>-63,925.00</u>

**Knox County Housing Authority**  
**BOARD - AMP001 CASH FLOW STATEMENT**  
**October 31, 2013**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>MOON TOWERS - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	79,935.58	59,447.75	413,075.80	416,134.25	-3,058.45	713,373.00
<b>TOTAL OPERATING INCOME</b>	<u>79,935.58</u>	<u>59,447.75</u>	<u>413,075.80</u>	<u>416,134.25</u>	<u>-3,058.45</u>	<u>713,373.00</u>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	22,013.12	18,820.83	131,061.77	131,745.81	-684.04	225,850.00
Total Tenant Services	171.94	218.33	622.43	1,528.31	-905.88	2,620.00
Total Utilities Expenses	3,659.08	8,180.83	35,013.16	57,265.81	-22,252.65	98,170.00
Total Maintenance Expenses	18,675.40	19,233.34	134,553.69	134,633.38	-79.69	230,800.00
General Expense	5,874.20	5,849.99	40,140.55	40,949.93	-809.38	70,200.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<u>50,393.74</u>	<u>52,303.32</u>	<u>341,391.60</u>	<u>366,123.24</u>	<u>-24,731.64</u>	<u>627,640.00</u>
Total Non-Routine Expense	0.00	70.83	86.42	495.81	-409.39	850.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	1,750.00	0.00	12,250.00	-12,250.00	21,000.00
Total Capital Expenditures	0.00	0.00	0.33	0.00	0.33	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<u>50,393.74</u>	<u>54,124.15</u>	<u>341,478.35</u>	<u>378,869.05</u>	<u>-37,390.70</u>	<u>649,490.00</u>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<u>29,541.84</u>	<u>5,323.60</u>	<u>71,597.45</u>	<u>37,265.20</u>	<u>34,332.25</u>	<u>63,883.00</u>
Total Depreciation Expense	36,475.00	34,170.00	250,375.00	239,190.00	11,185.00	410,040.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<u>-6,933.16</u>	<u>-28,846.40</u>	<u>-178,777.55</u>	<u>-201,924.80</u>	<u>23,147.25</u>	<u>-346,157.00</u>

**Knox County Housing Authority**  
**BOARD - AMP002 CASH FLOW STATEMENT**  
**October 31, 2013**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>FAMILY - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	127,862.75	74,868.34	484,891.59	524,078.38	-39,186.79	898,420.00
<b>TOTAL OPERATING INCOME</b>	<u>127,862.75</u>	<u>74,868.34</u>	<u>484,891.59</u>	<u>524,078.38</u>	<u>-39,186.79</u>	<u>898,420.00</u>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	24,948.35	23,829.17	145,732.66	166,804.19	-21,071.53	285,950.00
Total Tenant Services	5,478.39	7,792.91	44,417.12	54,550.37	-10,133.25	93,515.00
Total Utilities Expenses	2,708.06	1,929.17	10,950.85	13,504.19	-2,553.34	23,150.00
Total Maintenance Expenses	32,504.52	35,891.66	256,787.67	251,241.62	5,546.05	430,700.00
General Expense	5,238.10	4,987.51	36,258.77	34,912.57	1,346.20	59,850.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<u>70,877.42</u>	<u>74,430.42</u>	<u>494,147.07</u>	<u>521,012.94</u>	<u>-26,865.87</u>	<u>893,165.00</u>
Total Non-Routine Expense	0.00	208.33	0.00	1,458.31	-1,458.31	2,500.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<u>70,877.42</u>	<u>74,638.75</u>	<u>494,147.07</u>	<u>522,471.25</u>	<u>-28,324.18</u>	<u>895,665.00</u>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<u>56,985.33</u>	<u>229.59</u>	<u>-9,255.48</u>	<u>1,607.13</u>	<u>-10,862.61</u>	<u>2,755.00</u>
Total Depreciation Expense	35,050.00	38,958.33	252,650.00	272,708.31	-20,058.31	467,500.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<u>21,935.33</u>	<u>-38,728.74</u>	<u>-261,905.48</u>	<u>-271,101.18</u>	<u>9,195.70</u>	<u>-464,745.00</u>

**Knox County Housing Authority**  
**BOARD - AMP003 CASH FLOW STATEMENT**  
**October 31, 2013**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>BLUEBELL - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	27,054.44	17,685.00	142,615.75	123,795.00	18,820.75	212,220.00
<b>TOTAL OPERATING INCOME</b>	<u>27,054.44</u>	<u>17,685.00</u>	<u>142,615.75</u>	<u>123,795.00</u>	<u>18,820.75</u>	<u>212,220.00</u>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	9,033.38	8,471.23	57,154.66	59,298.61	-2,143.95	101,655.00
Total Tenant Services	0.00	41.67	0.00	291.69	-291.69	500.00
Total Utilities Expenses	1,238.38	2,250.00	11,697.27	15,750.00	-4,052.73	27,000.00
Total Maintenance Expenses	6,654.56	6,086.67	38,675.05	42,606.69	-3,931.64	73,040.00
General Expense	2,273.28	1,745.84	15,263.11	12,220.88	3,042.23	20,950.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<u>19,199.60</u>	<u>18,595.41</u>	<u>122,790.09</u>	<u>130,167.87</u>	<u>-7,377.78</u>	<u>223,145.00</u>
Total Non-Routine Expense	0.00	333.34	6,688.26	2,333.38	4,354.88	4,000.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<u>19,199.60</u>	<u>18,928.75</u>	<u>129,478.35</u>	<u>132,501.25</u>	<u>-3,022.90</u>	<u>227,145.00</u>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<u>7,854.84</u>	<u>-1,243.75</u>	<u>13,137.40</u>	<u>-8,706.25</u>	<u>21,843.65</u>	<u>-14,925.00</u>
Total Depreciation Expense	11,150.00	0.00	76,450.00	0.00	76,450.00	0.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<u>-3,295.16</u>	<u>-1,243.75</u>	<u>-63,312.60</u>	<u>-8,706.25</u>	<u>-54,606.35</u>	<u>-14,925.00</u>



**Knox County Housing Authority**  
**BOARD - LOW RENT CASH FLOW STATEMENT**  
**October 31, 2013**

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	282,540.56	187,051.09	1,273,908.06	1,309,357.63	-35,449.57	2,244,613.00
<b>TOTAL OPERATING INCOME</b>	<b>282,540.56</b>	<b>187,051.09</b>	<b>1,273,908.06</b>	<b>1,309,357.63</b>	<b>-35,449.57</b>	<b>2,244,613.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	85,177.54	88,058.73	582,995.47	616,411.11	-33,415.64	1,056,705.00
Total Tenant Services	5,562.56	8,052.91	45,039.55	56,370.37	-11,330.82	96,635.00
Total Utilities Expenses	7,912.17	12,799.59	59,647.17	89,597.13	-29,949.96	153,595.00
Total Maintenance Expenses	57,779.26	61,551.23	433,036.63	430,858.61	2,178.02	738,615.00
General Expense	15,404.53	14,743.75	106,653.18	103,206.25	3,446.93	176,925.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>171,836.06</b>	<b>185,206.21</b>	<b>1,227,372.00</b>	<b>1,296,443.47</b>	<b>-69,071.47</b>	<b>2,222,475.00</b>
Total Non-Routine Expense	0.00	612.50	6,774.68	4,287.50	2,487.18	7,350.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	1,750.00	0.00	12,250.00	-12,250.00	21,000.00
Total Capital Expenditures	0.00	0.00	0.33	0.00	0.33	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>171,836.06</b>	<b>187,568.71</b>	<b>1,234,147.01</b>	<b>1,312,980.97</b>	<b>-78,833.96</b>	<b>2,250,825.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>110,704.50</b>	<b>-517.62</b>	<b>39,761.05</b>	<b>-3,623.34</b>	<b>43,384.39</b>	<b>-6,212.00</b>
Total Depreciation Expense	83,075.00	73,628.33	582,475.00	515,398.31	67,076.69	883,540.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>27,629.50</b>	<b>-74,145.95</b>	<b>-542,713.95</b>	<b>-519,021.65</b>	<b>-23,692.30</b>	<b>-889,752.00</b>

**Knox County Housing Authority**  
**BOARD - BRENTWOOD CASH FLOW STATEMENT**  
**October 31, 2013**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>BRENTWOOD - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	28,346.69	28,077.33	288,881.13	196,541.31	92,339.82	336,928.00
<b>TOTAL OPERATING INCOME</b>	<u>28,346.69</u>	<u>28,077.33</u>	<u>288,881.13</u>	<u>196,541.31</u>	<u>92,339.82</u>	<u>336,928.00</u>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	3,685.15	4,476.47	26,628.34	31,335.29	-4,706.95	53,717.50
Total Fee Expenses	5,354.82	3,168.00	24,098.82	22,176.00	1,922.82	38,016.00
Total Utilities Expenses	5,141.82	2,033.33	11,951.06	14,233.31	-2,282.25	24,400.00
Total Maintenance Expenses	7,051.25	12,311.92	49,830.81	86,183.44	-36,352.63	147,743.00
Total Taxes & Insurance Expense	2,184.51	2,458.35	16,442.95	17,208.45	-765.50	29,500.00
Total Financial Expenses	2,579.34	2,618.44	18,541.92	18,329.08	212.84	31,421.22
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<u>25,996.89</u>	<u>27,066.51</u>	<u>147,493.90</u>	<u>189,465.57</u>	<u>-41,971.67</u>	<u>324,797.72</u>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<u>25,996.89</u>	<u>27,066.51</u>	<u>147,493.90</u>	<u>189,465.57</u>	<u>-41,971.67</u>	<u>324,797.72</u>
<b>NET REVENUE PROFIT/-LOSS</b>	<u>2,349.80</u>	<u>1,010.82</u>	<u>141,387.23</u>	<u>7,075.74</u>	<u>134,311.49</u>	<u>12,130.28</u>
Total Depreciation Expense	5,025.00	0.00	31,125.00	0.00	31,125.00	0.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<u>-2,675.20</u>	<u>1,010.82</u>	<u>110,262.23</u>	<u>7,075.74</u>	<u>103,186.49</u>	<u>12,130.28</u>

**Knox County Housing Authority**  
**BOARD - PRAIRIELAND CASH FLOW STATEMENT**  
**October 31, 2013**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>PRAIRIELAND - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Opetating Income	24,101.64	24,593.99	169,171.78	172,157.93	-2,986.15	295,128.00
<b>TOTAL OPERATING INCOME</b>	<b>24,101.64</b>	<b>24,593.99</b>	<b>169,171.78</b>	<b>172,157.93</b>	<b>-2,986.15</b>	<b>295,128.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	3,532.03	4,436.90	25,924.86	31,058.30	-5,133.44	53,242.50
Total Fee Expenses	4,902.30	2,895.00	21,622.30	20,265.00	1,357.30	34,740.00
Total Utilities Expenses	439.85	2,210.01	12,304.62	15,470.07	-3,165.45	26,520.00
Total Maintenance Expenses	6,557.74	14,529.48	49,344.18	101,706.36	-52,362.18	174,354.00
Total Taxes & Insurance Expense	2,148.76	2,120.83	14,499.12	14,845.81	-346.69	25,450.00
Total Financial Expenses	2,579.34	2,618.44	18,541.91	18,329.08	212.83	31,421.23
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>20,160.02</b>	<b>28,810.66</b>	<b>142,236.99</b>	<b>201,674.62</b>	<b>-59,437.63</b>	<b>345,727.73</b>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	1,670.75	0.00	11,695.25	-11,695.25	20,049.00
Total Capital Expenditures	0.00	1,670.75	0.00	11,695.25	-11,695.25	20,049.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>20,160.02</b>	<b>30,481.41</b>	<b>142,236.99</b>	<b>213,369.87</b>	<b>-71,132.88</b>	<b>365,776.73</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>3,941.62</b>	<b>-5,887.42</b>	<b>26,934.79</b>	<b>-41,211.94</b>	<b>68,146.73</b>	<b>-70,648.73</b>
Total Depreciation Expense	5,375.00	0.00	38,075.00	0.00	38,075.00	0.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-1,433.38</b>	<b>-5,887.42</b>	<b>-11,140.21</b>	<b>-41,211.94</b>	<b>30,071.73</b>	<b>-70,648.73</b>

**Knox County Housing Authority**  
**BOARD - AHP CASH FLOW STATEMENT**  
**October 31, 2013**

<b>BRENTWOOD &amp; PRAIRIELAND COMBINED</b>	<b>Current Period</b>	<b>Period Budget</b>	<b>Current Year</b>	<b>YearTo Date Budg</b>	<b>Variance</b>	<b>Year Budget</b>
<b>OPERATING INCOME</b>						
Total Operating Income	52,448.33	52,671.32	458,052.91	368,699.24	89,353.67	632,056.00
<b>TOTAL OPERATING INCOME</b>	<b>52,448.33</b>	<b>52,671.32</b>	<b>458,052.91</b>	<b>368,699.24</b>	<b>89,353.67</b>	<b>632,056.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	7,217.18	8,913.37	52,553.20	62,393.59	-9,840.39	106,960.00
Total Fee Expenses	10,257.12	6,063.00	45,721.12	42,441.00	3,280.12	72,756.00
Total Utilities Expenses	5,581.67	4,243.34	24,255.68	29,703.38	-5,447.70	50,920.00
Total Maintenance Expenses	13,608.99	26,841.40	99,174.99	187,889.80	-88,714.81	322,097.00
Total Taxes & Insurance Expense	4,333.27	4,579.18	30,942.07	32,054.26	-1,112.19	54,950.00
Total Financial Expenses	5,158.68	5,236.88	37,083.83	36,658.16	425.67	62,842.45
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>46,156.91</b>	<b>55,877.17</b>	<b>289,730.89</b>	<b>391,140.19</b>	<b>-101,409.30</b>	<b>670,525.45</b>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	1,670.75	0.00	11,695.25	-11,695.25	20,049.00
Total Capital Expenditures	0.00	1,670.75	0.00	11,695.25	-11,695.25	20,049.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>46,156.91</b>	<b>57,547.92</b>	<b>289,730.89</b>	<b>402,835.44</b>	<b>-113,104.55</b>	<b>690,574.45</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>6,291.42</b>	<b>-4,876.60</b>	<b>168,322.02</b>	<b>-34,136.20</b>	<b>202,458.22</b>	<b>-58,518.45</b>
Total Depreciation Expense	10,400.00	0.00	69,200.00	0.00	69,200.00	0.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-4,108.58</b>	<b>-4,876.60</b>	<b>99,122.02</b>	<b>-34,136.20</b>	<b>133,258.22</b>	<b>-58,518.45</b>

**Knox County Housing Authority**  
**BOARD - HCV CASH FLOW STATEMENT**  
**October 31, 2013**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>HCV - OPERATING STATEMENT</b>						
<b>ADMIN OPERATING INCOME</b>						
Total Admin Operating Income	9,731.00	12,162.50	67,863.14	85,137.50	-17,274.36	145,950.00
<b>TOTAL ADMIN OPERATING INCOME</b>	<b>9,731.00</b>	<b>12,162.50</b>	<b>67,863.14</b>	<b>85,137.50</b>	<b>-17,274.36</b>	<b>145,950.00</b>
<b>OPERATING EXPENSES</b>						
Total Admin Expenses	6,144.47	7,433.34	46,501.31	52,033.38	-5,532.07	89,200.00
Total Fees Expenses	4,036.50	4,425.00	29,191.50	30,975.00	-1,783.50	53,100.00
Total General Expenses	563.76	712.50	4,277.33	4,987.50	-710.17	8,550.00
<b>TOTAL OPERATING EXPENSES</b>	<b>10,744.73</b>	<b>12,570.84</b>	<b>79,970.14</b>	<b>87,995.88</b>	<b>-8,025.74</b>	<b>150,850.00</b>
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENSES</b>	<b>10,744.73</b>	<b>12,570.84</b>	<b>79,970.14</b>	<b>87,995.88</b>	<b>-8,025.74</b>	<b>150,850.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>-1,013.73</b>	<b>-408.34</b>	<b>-12,107.00</b>	<b>-2,858.38</b>	<b>-9,248.62</b>	<b>-4,900.00</b>
Total Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00
<b>NET REVENUE w/Deprecitation PROFIT/-LOSS</b>	<b>-1,013.73</b>	<b>-408.34</b>	<b>-12,107.00</b>	<b>-2,858.38</b>	<b>-9,248.62</b>	<b>-4,900.00</b>
<b>HAP - OPERATING STATEMENT</b>						
<b>HAP INCOME</b>						
Total Income	66,096.50	78,541.66	528,023.50	549,791.62	-21,768.12	942,500.00
<b>TOTAL HAP INCOME</b>	<b>66,096.50</b>	<b>78,541.66</b>	<b>528,023.50</b>	<b>549,791.62</b>	<b>-21,768.12</b>	<b>942,500.00</b>
<b>HAP EXPENSES</b>						
Total HAP Expenses	74,410.00	78,750.00	548,845.45	551,250.00	-2,404.55	945,000.00
Total General HAP Expenses	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL HAP EXPENSES</b>	<b>74,410.00</b>	<b>78,750.00</b>	<b>548,845.45</b>	<b>551,250.00</b>	<b>-2,404.55</b>	<b>945,000.00</b>
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
<b>REMAINING HAP from RESERVE +/-LOSS</b>	<b>-8,313.50</b>	<b>-208.34</b>	<b>-20,821.95</b>	<b>-1,458.38</b>	<b>-19,363.57</b>	<b>-2,500.00</b>

## BOARD MEMO


216 W. Simmons St.  
Galesburg, IL 61401

O: (309) 342-8129  
F: (309) 342-7206

[www.knoxcountyhousing.org](http://www.knoxcountyhousing.org)

**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 11/20/2013

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 11/26/2013

**SUBJECT:** Pay Request #8-FINAL CAD Construction

---

### Executive Summary

CAD Construction has submitted Application for Payment #8-FINAL for work completed on the Scattered Family Sites Re-Roofing project. The total amount of the pay request is \$94,172.87, and represents the retainage for the project equal to 10% of the total contract amount. Anthony Paiano of Alliance Architects has fully reviewed the pay request, and is satisfied the amount submitted represents completed work on the project. To date \$847,555.80 has been approved and paid, leaving a balance of \$94,172.87 to complete the project.

### Fiscal Impact

This application for payment will be paid from the 2013 Capital Fund as approved at the March, 28 2013 Regular Meeting of the Board.

### Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #8-FINAL from CAD Construction in the amount of \$94,172.87.

APPLICATION AND CERTIFICATE FOR PAYMENT

TO: KNOX CO HOUSING AUTHORITY PROJECT: SCATTERED SITE RE-ROOFING  
225 WEST TOMPKINS KNOX CO. HOUSING AUTHORITY  
GALESBURG, IL 61401

FROM: CAD CONSTRUCTION INC VIA: Contractor  
(Contractor) 508 E PEARL A-1 ARCHITECT  
TREMONT IN

APPLICATION NO.: 8 -- FINAL Distribution to:  
OWNER  
PERIOD TO: 11/14/2013 ARCHITECT  
CONTRACTOR

ARCHITECT'S  
BCC PROJECT NO.:  
IDHA PROJECT NO.:

ALLIANCE ARCHITECTURE  
929 LINCOLNWAY EAST SUITE 200  
SOUTH BEND, IN 46601

Contract Date:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM
2. Net change by Change Orders
3. CONTRACT SUM TO DATE (Line 1 +/- 2)
4. TOTAL COMPLETED & STORED TO DATE  
(Column G on G703)

5. RETAINAGE:

a. 10 % of Completed Work  
(Column D + E on G703)

b. 10 % of Stored Material  
(Column F on G703)

Total Retainage (Line 5a + 5b or  
Total of Column I of G703)

6. TOTAL EARNED LESS RETAINAGE

(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR  
PAYMENT (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE

9. BALANCE TO FINISH, PLUS RETAINAGE  
(Line 3 less Line 6)

\$922,674.00  
\$19,054.67  
\$941,728.67  
\$941,728.67

\$0.00

\$0.00

\$0.00

\$941,728.67

\$847,555.80

\$94,172.87

\$0.00

CONTRACTOR:

By: *[Signature]*

State Of *IL*

County Of *LAZARUS*

Notary Public:

My Commission Expires:

OFFICIAL SEAL

ALEX BRENNEMAN

NOTARY PUBLIC - STATE OF ILLINOIS

MY COMMISSION EXPIRES 4-12-2017

Date: *10/14/2013*

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED *94,172.87*

CONSTRUCTION MANAGER

By: \_\_\_\_\_ Date: \_\_\_\_\_

Alliance Architecture

929 Lincolnway East, Suite 200

South Bend, Indiana 46601

Date: *11/21/13*

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$0.00	\$0.00
Approved this Month			
Number	Date Approved		
1		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
TOTALS		\$0.00	\$0.00
Net change by Change Orders		\$0.00	\$0.00

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**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 11/20/2013

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 11/26/2013

**SUBJECT:** Health Alliance Plan – Early Renewal 12/01/2013

---

### Executive Summary

At the 09/24/2013 Regular Meeting of the Board, the commissioners approved obtaining early renewal rates for the Knox County Housing Authority's group medical insurance from its current provider, Health Alliance. The objective in obtaining early renewal rates was to avoid any significant increase resulting from the passage of the Affordable Care Act, and to allow the KCHA leverage to assess future needs. In obtaining the early renewal rates from Health Alliance, the agency was able to secure a "beta" plan that would represent a 9% reduction in cost resulting in annual savings of \$15,600.00. Additionally, the KCHA may select to renew the current plan in place at a cost increase of 7% over current cost.

In addition to obtaining early renewal rates from Health Alliance, Brian Jablonski from the Linden Group also surveyed rates effective for 01/01/2014 from different carriers. The additional rates obtained from the other carriers were for plans conforming to the regulations set forth in the Affordable Care Act. As you can see from the attached spreadsheet, the early renewal rates from Health Alliance are favorable when compared to those from BlueCross/BlueShield and Humana. While there is a Humana plan that represents a 7% decrease in cost, the plan is a reimbursement plan which – in the administration of the plan, would not be cost advantageous for the housing authority.

Coverage under the Health Alliance beta plan differs from the plan currently in place (see attached spreadsheet). The beta plan has different deductibles (\$2,500.00/\$5,000.00 vs. \$2,000.00/\$4,000.00) and also offers first dollar benefits (doctor visit co-pays and a prescription drug card). Additionally, expenses under the beta plan such as doctor visits and prescription medications no longer apply towards the deductible.



In review of the early renewal options from Health Alliance, and in conducting a need analysis of the most beneficial coverage for KCHA employees, it's been determined there are a number of employees that would benefit from remaining on the current plan. While a majority of KCHA staff value first dollar benefits, there are a few that benefit from having the expenses of doctor's visits and prescription medications apply to the deductible. In researching plan availability, Health Alliance will allow the KCHA to offer both plan options.

**Fiscal Impact**

In basing fiscal decision impact in the cost of Health Alliance's beta plan, the agency will save approximately \$15,600.00 against current year costs. In offering both plans (the current plan and the beta plan), individual employees electing to stay with the current coverage would be asked to pay the difference between the two plans.

**Recommendation**

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve the utilization of the two early renewal plans offered by Health Alliance, allowing employees the option to remain on the current plan at the expense of the difference between the current plan and the beta plan.

# 2013 - 2014 Medical Cost Analysis

prepared for: **Knox County Housing Authority**



prepared by: **Brian Jablonski**

		Current PPO Health Alliance	Current QHDP Health Alliance	Renewal - Effective December 1, 2013 Health Alliance
		\$1,000 / \$2,000 Annual Deductible 80% / 50% Coinsurance \$40 PCP / \$65 SPC Office Visit Copay \$3,500 / \$12,000 Out-of-pocket Expense \$7 / \$35 / \$70 Rx PPO 1000 80/50 Plus w/ D2 Rx	\$2,000 / \$4,000 Annual Deductible 100% / 50% Coinsurance 100% aft ded PCP/SPC OV \$0 / \$6,000 Out-of-pocket Expense 100% after deductible Rx QHDP Aggregate \$2000 100/50	\$2,500 / \$5,000 Annual Deductible 100% / 50% Coinsurance \$40 PCP / \$65 SPC Office Visit Copay \$0 / \$15,000 Out-of-pocket Expense \$7 / \$25 / \$70 Rx PPO 2500 100/50 Standard w/ D1 Rx
EE	26	\$449.00	\$418.00	\$380.00
EE + SP	0	\$878.00	\$819.00	\$745.00
EE + CH	1	\$830.00	\$774.00	\$704.00
EE + FF	2	\$1,435.00	\$1,339.00	\$1,218.00
<b>Total Monthly Premium:</b>		<b>\$15,374.00</b>	<b>\$14,320.00</b>	<b>\$13,020.00</b>
<b>Difference from Current:</b>				<b>-9.08%</b>
<b>Yearly Cost:</b>		<b>\$184,488.00</b>	<b>\$171,840.00</b>	<b>\$156,240.00</b>
<b>Savings/-Loss</b>			<b>\$0.00</b>	<b>\$15,600.00</b>

## Rates Effective January 1, 2014

		Humana	Humana	BlueCross BlueShield	BlueCross BlueShield
		\$2,000 / \$6,000 Annual Deductible 100% / 70% Coinsurance \$30 PCP / \$60 SPC Office Visit Copay \$6,350 / \$19,050 Out-of-pocket Expense ** \$10 / \$40 / \$60 Rx IL PPO 14 Copay Opt 4 Silver (501-001-27)	\$5,000 / \$15,000 Annual Deductible 70% / 50% Coinsurance 70% after deductible PCP/SPC OV \$6,350 / \$19,050 Out-of-pocket Expense ** \$15 / \$45 / \$75 Rx IL PPO 14 Coins Opt 3 Bronze (501-001-36)	\$3,250 / \$6,500 Annual Deductible 100% / 80% Coinsurance \$30 PCP / \$50 SPC Office Visit Copay \$3,250 / \$6,500 Out-of-pocket Expense ** \$0 / \$10 / \$35 / \$75 / \$150 Rx PPO - G509PPO	\$6,000 / \$12,000 Annual Deductible 100% / 80% Coinsurance \$30 PCP / \$50 SPC Office Visit Copay \$6,000 / \$12,000 Out-of-pocket Expense ** \$0 / \$10 / \$50 / \$100 / \$150 Rx PPO - S502PPO
EE	26	\$553.57	\$387.61		
EE + SP	0	\$1,217.86	\$852.74		
EE + CH	1	\$1,051.78	\$736.46		
EE + FF	2	\$1,716.07	\$1,201.59		
<b>Total Monthly Premium:</b>		<b>\$18,876.74</b>	<b>\$13,217.50</b>	<b>\$21,728.61</b>	<b>\$17,762.32</b>
<b>Difference from Current:</b>		<b>31.82%</b>	<b>-7.70%</b>	<b>51.74%</b>	<b>24.04%</b>
<b>Yearly Cost:</b>		<b>\$226,520.88</b>	<b>\$158,610.00</b>	<b>\$260,743.32</b>	<b>\$213,147.84</b>
<b>Savings/-Loss</b>		<b>-\$54,680.88</b>	<b>\$13,230.00</b>	<b>-\$88,903.32</b>	<b>-\$41,307.84</b>

**\*\* Annual Deductibles, Office Visit Copays, ER Copays and Rx Copays apply to the Out-of-Pocket Expense**

Please note that the Humana Medical Plan Designs for the January 1, 2014 effective date shown above are pending approval by the DOI

This summary is not a contract and provides a brief outline of the benefits and services covered by the carriers presented. Refer to the certificate of coverage for specific details.

**Abbreviation Key:** PCP = Primary Care Physician, SPC = Specialist, OV = Office Visit, OPX = Out-of-Pocket Maximum, RX = Prescription Card

## BOARD MEMO


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**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 11/22/2013

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 11/26/2013

**SUBJECT:** Depository Banking Services

---

### Executive Summary

Proposals were solicited during the month of October 2013 for depository banking services for the Knox County Housing Authority. Letters requesting proposals and instructions to bid were sent to area banking and financial institutions. Bid submissions were received from First Midwest Bank and F&M Bank. Attached to this memo is the bid tabulation for this project. A scoring committee was convened to rate each proposal based on scoring elements listed in the RFP. This committee consisted of Derek Antoine (Executive Director), Lee Lofing (Finance Coordinator), and Ben Burgland (Commissioner – Finance Committee).

In reviewing the Code of Federal Regulations and HUD guidance regarding conflicts of interest in housing authority procurement, an issue exists in considering F&M Bank for this contract award. HUD Handbook 7460.8 REV 2 Section 4.4(A) stipulates no PHA employee, officer, or agent shall participate in the selection, award or administration of a contract supported by Federal funds if a conflict of interest, financial or otherwise, real or apparent, would be involved. The handbook indicates that such a conflict would arise when an employee, officer or agent, any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for the award. 24 CFR §85.36(b)(3) prohibits PHAs from entering into any contract, subcontract or arrangement in connection with project funds in which any present or former member or officer of the governing body of the PHA have an interest – direct or indirect – during his or her tenure or for one year thereafter.

A member of the Knox County Housing Authority Board, Commissioner Thomas Dunker, is an officer with F&M Bank. Consideration needs to be given to the HUD guidance and CFR reference listed above in selection of a firm for award.

**Fiscal Impact**

In reviewing the bid tabulation, First Midwest Bank's fees – once extended – are cost advantageous to those presented by F&M Bank.

**Recommendation**

It is the recommendation of the Executive Director of the Knox County Housing Authority to rely on recommendation of legal counsel in regards to the matter of conflict of interest.

Further, it is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority award First Midwest Bank the contract for depository banking services for a term of one (1) year, with options to renew annually for a total of five (5) years.

## Banking RFP Fees Tab

Item No.	Qty	Bank 1		Bank 2		
		Each	Extended	Each	Extended	
1	60	\$ 15.00	\$ 900.00	\$ 11.00	\$ 660.00	
2	12	\$ 15.00	\$ 180.00	\$ -	\$ -	
3	24	\$ 37.00	\$ 888.00	\$ 30.00	\$ 720.00	
4	96	\$ 0.05	\$ 4.80	\$ 0.20	\$ 19.20	
5	96	\$ 0.05	\$ 4.80	\$ 0.15	\$ 14.40	
6	36	\$ 7.50	\$ 270.00	\$ 4.50	\$ 162.00	
7	492	\$ 0.05	\$ 24.60	\$ 0.11	\$ 54.12	
8	3540	\$ 0.05	\$ 177.00	\$ 0.15	\$ 531.00	
9	438	\$ 0.50	\$ 219.00	\$ 0.20	\$ 87.60	
10	12	\$ 0.05	\$ 0.60	\$ 0.15	\$ 1.80	
11	12	\$ 0.05	\$ 0.60	\$ 0.20	\$ 2.40	
12	12	\$ 65.00	\$ 780.00	\$ 0.20	\$ 2.40	\$ 2,600.00
13	72	\$ 0.05	\$ 3.60	\$ 0.20	\$ 14.40	
14	3420	\$ 0.05	\$ 171.00	\$ -	\$ -	
15	66	\$ 10.00	\$ 660.00	\$ 30.00	\$ 1,980.00	
16	42	\$ 20.00	\$ 840.00	\$ -	\$ -	
17	12	\$ -	\$ -	\$ 15.00	\$ 180.00	
18	4470	\$ -	\$ -	\$ -	\$ -	
19	42	\$ 20.00	\$ 840.00	\$ 25.00	\$ 1,050.00	
20	12	\$ 49.95	\$ 599.40	\$ 30.00	\$ 360.00	
21	12	\$ -	\$ -	\$ -	\$ -	
22	1	Sweep Account		Investment Account/\$500yr/.0020		
Total			\$ 6,563.40		\$ 5,839.32	
					\$ 2,600.00	
				Total	\$ 8,439.32	

## Scoring Committee Average Scores

Bank 1		Factor	Score 1	Score 2	Score 3	Composite
1	30	Proposed Cost	27	25	15	22.33
2	10	ECR	8	10	5	7.67
3	10	Understanding	10	10	10	10.00
4	15	Technical/Quality	15	15	15	15.00
5	15	Technical/Mgt Plan	15	15	10	13.33
6	10	Experience	9	10	10	9.67
7	10	Appearance	10	9	10	9.67
	100				Total Score	87.67

Bank 2		Factor	Score 1	Score 2	Score 3	Composite
1	30	Proposed Cost	24	25	25	24.67
2	10	ECR	9	10	5	8.00
3	10	Understanding	10	10	10	10.00
4	15	Technical/Quality	15	12	15	14.00
5	15	Technical/Mgt Plan	10	10	10	10.00
6	10	Experience	10	10	10	10.00
7	10	Appearance	10	9	8	9.00
	100				Total Score	85.67

## CHAPTER 4. ETHICS IN PUBLIC CONTRACTING

### 4.1 General

Ethical standards apply not only to PHA employees and Contracting Officers but to others with a vested interest in PHA contracts such as members of the Board of Commissioners, other officials and agents of the authority, and contractors with whom the PHA does business.

This chapter explains the specific ethical requirements for PHA contracting 24 CFR 85.36 (b)(3).

### 4.2 Principles

Members of the Board of Commissioners, PHA employees, and any others serving in an official position or acting as an agent of the PHA (hereafter referred to as employees, officers, or agents) must discharge their duties impartially to ensure fair competitive access to procurement opportunities by responsible contractors. Moreover, employees, officers, and agents should conduct themselves in such a manner as to foster the public's confidence in the integrity of the PHA procurement organization and process. Any attempt to realize personal gain through PHA employment or to serve as an officer or agent of the PHA through actions inconsistent with the proper discharge of duties is a breach of public trust.

### 4.3 Requirement for a Written Code of Standards (24 CFR 85.36(b)(3))

PHAs must maintain a written code of standards governing the performance of their employees engaged in the award and administration of contracts. These standards shall be included in the PHA's procurement policy.

### 4.4 Conflicts of Interest (24 CFR 85.36(b)(3) and Section 19 of the ACC)

PHAs must observe the following conflict of interest prohibitions.

- A. No PHA employee, officer, or agent shall participate in the selection, award or administration of a contract supported by Federal funds if a conflict of interest, financial or otherwise, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for the award.
- B. In addition to any other applicable conflict of interest requirements, neither the PHA nor any of its contractors or their subcontractors may enter into any contract, subcontract, or arrangement in connection with a project under the ACC in which any of the following classes of people have an interest, direct or indirect, during his or her tenure or for one year thereafter:
  1. Any present or former member or officer of the governing body of the PHA, or any member of the officer's immediate family. There shall be excepted from this prohibition any present or former tenant commissioner who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policymaking position with the resident corporation, the PHA or a business entity.

2. Any employee of the PHA who formulates policy or who influences decisions with respect to the project(s), or any member of the employee's immediate family, or the employee's partner.
3. Any public official, member of the local governing body, or State or local legislator, or any member of such individuals' immediate family, who exercises functions or responsibilities with respect to the project(s) of the PHA.  
(Note: For additional important provisions see Section 19 of the ACC)

- C. No present or former PHA employee, officer, or agent shall engage in selling or attempting to sell supplies, services, or construction to the PHA for one year following the date such employment ceased (see Sections 515 of the old ACC, form HUD-53011, dated 11/69, and Section 19 of the new ACC, form HUD-53012A, dated 7/95). The term "sell" means signing a bid or proposal, negotiating a contract, contacting any PHA employee, officer, or agent for the purpose of obtaining, negotiating, or discussing changes in specifications, price, cost allowances, or other terms of a contract; settling contract disputes; or any other liaison activity with a view toward the ultimate consummation of a sale, although the actual contract is negotiated by another person.

#### 4.5 Gratuities, Kickbacks, and Use of Confidential Information

PHA solicitations and contracts above the Federal small purchase threshold shall include clauses advising prospective contractors of the prohibitions against gratuities and kickbacks (24 CFR 85.36(i)(4)). These rules are designed to protect the integrity of the procurement system and to ensure that contracts are awarded fairly, based on merit, without improper influence.

- A. **Gratuities (24 CFR 85.36(b)(3) and Section 19 of the ACC).** PHA officers, current employees, former employees within one year of employment, or agents shall neither solicit, accept, or agree to accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. PHAs may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. These rules shall be incorporated in the PHA's Procurement Policy.
- B. **Kickbacks and Anticompetitive Practices.** It is a breach of ethical conduct and prohibited for any payment, gratuity, or offer of employment to be made by, or on behalf of, a contractor or subcontractor under contract to the prime contractor, higher tier subcontractor, or any person associated therewith as an inducement for the award of a subcontractor order.

The Contracting Officer shall report to the Executive Director, the HUD Field Office, and the appropriate State and local officials any suspected anticompetitive practices by contractors.

- C. **Use of Confidential Information.** Disclosure of confidential information to any person not authorized by the Contracting Officer to receive such information shall be a breach of the ethical standards. Confidential information includes but is not necessarily limited to: the contents of a bid (prior to bid opening) or proposal (prior to contract award using competitive proposals), names of individuals or firms that submitted bids (prior to bid opening) or proposals (prior to contract award); PHA-generated information related to a procurement (including PHA cost estimates, contractor selection and evaluation plans, specifications [before solicitation is issued]); and any other information the disclosure of which would have a direct bearing upon the contract award or the competitive process. It is a breach of ethical conduct for any current or former employee, officer, or agent to knowingly use

confidential information for actual or anticipated personal gain or for actual or anticipated personal gain of any other person.

#### **4.6 Prohibition Against Contingent Fees (24 CFR 85.36(c) and (24 CFR 85.36(b)(8))**

It is a breach of ethical conduct for a person to be retained to solicit or secure a PHA contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for the retention of bona fide employees or a bona fide agency established for the purpose of securing business. This prohibition includes the employment of former PHA officials and employees on a contingency basis to obtain contracts with the PHA by a business seeking PHA contracts. Many States also have specific laws against contingent fees.

#### **4.7 Sanctions (24 CFR 85.36(b)(11) and (12))**

The Executive Director and the Board of Commissioners are responsible for establishing sanctions for violation of the ethical standards. As stated previously, many States have passed laws governing the conduct of officials involved in procurement. All such laws shall be enforced by the Executive Director and, in cases where the State or local government has no such rules, appropriate sanctions for violation of the standards of conduct in this Chapter shall be published and imposed.

Civil and administrative remedies should be established for use whenever employees, officials, or agents breach ethical standards. References to State ethics laws, which should be consulted by the PHA in developing and administering sanctions for misconduct, should be included in the Procurement Policy. In addition, the PHA may impose any one or more of the following:

- Oral or written warnings or reprimands;
- Suspension with or without pay for specified period of time;
- Termination of employment; or
- Dismissal from the official or agency position.

The value of anything received by an employee or a non-employee in breach of the ethical standards shall be recoverable by the PHA either by confiscating the items or by charging the violator for any and all gratuities received. All procedures in this Chapter shall be in accordance with due process requirements and existing law. In addition, notice and an opportunity for a hearing shall be provided before imposing any suspension or termination of employment. Remedies against contractors may include suspension and/or debarment, as provided in Chapter 11, Contracts, Contract Clauses, and Contract Administration.

In the case of violations, HUD may exercise any available remedy under the ACC, the federal regulation and statutes, and grant agreements including the U.S. Housing Act of 1937 as amended, **24 CFR Parts 84 and 85**, and sections 17 and 19 of the ACC.



## BOARD MEMO


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**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 11/22/2013

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 11/26/2013

**SUBJECT:** Dental/Vision Plan – Renewal Rider Approval

### Executive Summary

At the 12/26/2012 Regular Meeting of the Board, the commissioners approved renewal of dental/vision insurance which locked rates in for the agency until 01/01/2015. The rates were obtained from Bullis/Sundberg originally.

On 11/08/2013, the KCHA received a renewal package from Delta Dental and Vision. The renewal package contained two options – one to renew the plans “as-is”, with no changes to rates or coverage, and another which includes an option for Kids Dental Wellness Plus.

The plan rider meets the pediatric oral essential health benefit (EHB) required by the Affordable Care Act. As an agency, we are not required to purchase this coverage, and the pediatric oral EHB does not have to be embedded in the medical plan. A copy of the Delta renewal paperwork, which includes information on the coverage provided under the Kids Dental Wellness Plus plan, is attached to this memo.

### Fiscal Impact

If the agency elects to remain on the current plan, rates and coverage will not change for the 01/01/2014 – 12/31/2015 renewal period. If the agency elects the option for the Kids Dental Wellness Plus plan, there would be rate changes for two categories of coverage:

DENTAL	Current Rates	Renewal Rates	Renewal Rates with Kids Dental Wellness Plus Option
Single	\$26.36	\$26.36	\$26.36
Single +1	\$52.85	\$52.85	\$53.11
Family	\$83.02	\$83.02	\$89.24

<b>VISION</b>	Current Rates	Renewal Rates	Renewal Rates with Kids Dental Wellness Plus Option
Single	\$4.66	\$4.66	\$4.66
Single +1	\$9.30	\$9.30	\$9.30
Family	\$13.96	\$13.96	\$13.96

The KCHA pays 100% of Single coverage, and employees electing to utilize either the +1 or Family coverage are responsible to cover the price difference. As such, there is no additional fiscal impact to the agency.

#### **Recommendation**

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve the renewal of the Delta Dental/Vision plan with the additional rider for Kids Dental Wellness Plus.

## Kids Dental Wellness Plus

Delta Dental of Illinois' pediatric plan options cover Illinois children under age 19. After three children are enrolled under a primary policy holder, additional children are free. Both plans are based on the Delta Dental PPO network – you can only receive care from a Delta Dental PPO dentist. Delta Dental PPO dentists cannot bill you for charges over the PPO allowed amount.

<b>Deductible</b> ( <i>benefit year; per person, applies to basic and major services only</i> )	\$25
<b>Out-of-Pocket Limit</b>	\$700 individual child
<b>Family Out-of-Pocket Limit</b> ( <i>for children under age 19</i> )	\$1,400
<b>Covered Dental Services</b>	
<b>Preventive Services</b> <ul style="list-style-type: none"> <li>Exams (<i>limited to 2 per person in a benefit year</i>)</li> <li>Cleanings (<i>limited to 2 per person in a benefit year</i>)</li> <li>Bitewing X-rays (<i>limited to 2 per person in a benefit year</i>)</li> <li>X-rays (<i>full mouth/panoramic – limited to 1 per person in 36 months</i>)</li> <li>Fluoride Treatments (<i>limited to 1 per person in a benefit year, under age 19</i>)</li> <li>Space Maintainers (<i>under age 19</i>)</li> <li>Sealants (<i>under age 18</i>)</li> </ul>	100% in network/ 0% out-of-network
<b>Basic Services</b> <ul style="list-style-type: none"> <li>Fillings/Amalgams</li> <li>Simple Extractions</li> <li>Gum Disease Treatment</li> <li>Root Canals</li> <li>Surgical Extractions</li> </ul>	80% in network/ 0% out-of-network
<b>Major Services</b> <ul style="list-style-type: none"> <li>Denture Relines and Rebases, Adjustments</li> <li>Repairs to Crowns, Dentures and Bridges</li> <li>Crowns</li> <li>Complete and Partial Dentures</li> <li>Fixed Bridgework</li> </ul>	50% in network/ 0% out-of-network
<b>Enhanced Benefits Program</b> Offers additional coverage for Individuals who have specific health conditions (including pregnancy, diabetes, high-risk cardiac conditions and suppressed immune systems) that can be positively affected by additional oral health care. <b>To learn more, go to <a href="http://deltadentalil.me">deltadentalil.me</a>.</b>	Included
<b>Orthodontia</b> ( <i>medically necessary orthodontia only</i> )	50% in network/ 0% out-of-network

At Delta Dental of Illinois, our expertise allows us to help control dental costs and improve access to dental care – as part of our overall commitment to improving the oral health of the people of Illinois.

For more information about Delta Dental of Illinois' small group plans, visit [deltadentalil.com](http://deltadentalil.com).



## **Kids Dental Wellness Plus for Small Groups (2-50)**

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Delta Dental of Illinois offers small groups (2-50 employees) a plan rider that meets the pediatric dental essential health benefits (EHB) required by the ACA. Groups do not have to purchase pediatric dental coverage from a medical carrier, and the pediatric dental EHB does not have to be embedded in a medical plan. With Delta Dental of Illinois' exchange-certified dental plan – Kids Dental Wellness Plus – groups that add it can provide “reasonable assurance”/attest to their medical carriers of pediatric dental EHB coverage by a stand-alone dental carrier – and there is absolutely no need for the medical carrier to embed it. Additionally, benefits do not have to be purchased from a public insurance exchange.

The Delta Dental of Illinois Kids Wellness Plus Plan uses an Exclusive Provider Feature. With an Exclusive Provider Feature, benefits are paid only when member sees a Delta Dental PPO dentist. There are no benefits when a member sees a dentist outside of the Delta Dental PPO Network.

### **Delta Dental PPO Exclusive Provider Feature**

The Delta Dental of Illinois Kids Wellness Plus Plan uses an Exclusive Provider Feature. With an Exclusive Provider Feature, benefits are paid only when members see a Delta Dental PPO dentist. There are no benefits when a member sees a dentist outside of the Delta Dental PPO network.

### **Delta Dental PPO Exclusive Panel Feature Benefits:**

- Freedom to visit any Delta Dental PPO dentist
- No requirement to choose a primary dental office location
- Members are only responsible for copayments and deductibles, if any, when in network
- Substantially lower costs

### **Delta Dental of Illinois Kids Wellness Plus Plan Offers:**

- Access to our large network of Delta Dental PPO<sup>SM</sup> dentists
- Flexible coverage options
- Rich coverage for preventive services like exams, cleanings, X-rays, sealants and fluoride treatments
- Coverage for major services like gum disease treatment, root canals, dentures and crowns
- Outstanding customer service provided by Illinois' most experienced dental carrier

# Executive Director's Report

November 2013

# Executive Director's Report

November 2013

## Regular Meeting – Board of Commissioners

Tuesday, November 26, 2013 – 10:00 AM

William H. Moon Towers

255 W. Tompkins St.

Galesburg, IL 61401

## Executive Office

### Training and Development Summary

The following information details training and development attended by Knox County Housing Authority Staff during the month of October 2013:

Staff	Date	Development
Antoine, D.	11/08/2013	Energy Efficiency Grants
Thorne, D.	11/5 – 11/6	Public Housing Occupancy
Rogers, T.	11/5 – 11/6	Public Housing Occupancy
Gray, K.	11/5 – 11/6	Public Housing Occupancy
Stegall, J.	11/5 – 11/6	Public Housing Occupancy
Ingle, J.	11/5 – 11/6	Public Housing Occupancy

### Media Outreach/Public Relations

The KCHA continues to partner with media outlets in the area. A working relationship has been developed with the Register-Mail, WGIL, and the New Zephyr, which we will continue to nurture and grow.

The Facebook page has seen an uptick in activity this month, as we have reached 375 “Likes,” and a page rating of four out of five stars! Efforts continue to grow our base of people following us, with contests and partnerships planned in the coming months. Examples of information shared this past month includes YMCA partnership information, particulars on the annual Thanksgiving Luncheon held for the family sites, Carl Sandburg College partnership details, observance of Veteran’s Day, and details on Carl Sandburg College’s job fair.



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## Policy/Operations

### Accounting and Finance

The Knox County Housing Authority's FYE 2013 audit is in the process of being finalized. The agency has received a draft copy of the audit results, and all signs point to zero findings. There are a few issues we are working to resolve with Sailor Kahn, and should have information back to them by the end of the month. Sailor Kahn will receive written authorization to finalize the draft by 11/30/2013.

The agency received two submissions for the Depository Banking RFP which ran through 11/12/2013. The submissions were distributed to a scoring panel at the 11/22/2013 Finance Committee meeting, and a recommendation for contract award will be made at the 11/26/2013 Regular Meeting of the Board.

Work has been completed on the 2014 Operating Subsidy Calculation. All documentation and data was submitted to the Department of Housing and Urban Development on 11/21/2013. This information is used to calculate and forecast our calendar year 2014 operating subsidy. This information is preliminary, as HUD proration cuts and sequestration are not factored in.

The agency finalized an intergovernmental agreement with the Illinois Office of the Comptroller in efforts to add another tool in the collection of bad debt. Agency staff will receive training on use of the Illinois Debt Recovery Offset Portal (IDROP) on 12/11/2013.

### Human Resources

Erik Carder is our November 2013 Employee of the Month! On Saturday evening, 11/09/2013, Erik Carder was part of a KCHA maintenance group that responded to a major leak at Bluebell Towers, which went well into the early morning hours of Sunday. Erik returned to Bluebell a little later Sunday morning to completely clean and disinfect the affected areas and to make certain the problem from the previous night had been resolved. All tenants involved acknowledged the amount of work that went into this repair, and were very appreciative of Erik's time and efforts. Additionally, on 11/17/2013 in the midst of storms that gripped the area, Bluebell Tower lost power for approximately three hours. Erik responded shortly after power was restored, and made certain systems essential to the building – heat, elevator, lights, etc. – were back on and functioning properly.

### Facilities

The office shuffle continues at the Central Office. In order to accommodate additional responsibilities, we have shifted our HCV staff around a bit. Additionally, the agency is looking into adding cameras at the east end of Moon Towers to enhance security for that end of the property and the COCC.

### Legislative

A Capital Fund Final Rule was published on 10/24/2013 and will go into effect 11/25/2013. This new regulation combines the Capital Fund requirements for modernization and development into a single regulation. It also updates and streamlines many of the Capital Fund and development requirements, incorporates recent energy requirements, and directs more funding towards rehabilitation. The goal of the streamlining changes is to ensure the CFP is more efficiently and uniformly implemented by housing authorities and HUD field offices. Unfortunately, the outlook for the Capital Fund in FY 2014 remains murky. In regards to CFP eligibility, a continuing resolution would provide level funding at \$1.78 billion, though it is unclear what Congress would do in the

case of an appropriations bill. The failed House FY 2014 bill would have further reduced the Capital Fund to \$1.5 billion, by far the lowest funding level in the history of the program, while the failed Senate bill would have provided an increase to \$2 billion. Under these circumstances, since the House and Senate sought to reduce/increase the account by roughly the same amount, it seems likely that the final outcome could result in level funding, a compromise position. Like other block grant programs, no Capital Fund awards will be distributed until a final FY 2014 appropriations act is passed.

**SEQUESTRATION UPDATE:** The current budget situation was created by a complex series of legislation including the Budget Control Act (BCA) that resulted from the debt limit crisis in 2011 and required equal spending reductions for both defense and non-defense programs for 10 years and the Continuing Appropriations Act of 2014, the recent legislation that raised the debt ceiling until February 7, funded the government through a Continuing Resolution (CR) at post-sequestration FY 2013 levels until January 15, and required the House and Senate to pass a joint budget resolution by December 13. Unlike the across-the-board cuts imposed by the sequester in 2013, for each subsequent year the BCA reduces spending through a cap on the total appropriations. In other words, under current law, so long as the Congress doesn't exceed the \$967 billion cap that was set for 2014, no cuts would be needed. However, the CR's \$986 billion total spending level exceeds the \$967 billion cap for FY 2014, but the nearly \$20 billion difference falls almost entirely on the defense side of the ledger. As a result, the 2013 post-sequestration funding levels for non-defense programs, including housing and community development accounts, have already been cut to fit under the FY 2014 cap. As a result, if no additional changes are made to the BCA and no anomalies in individual program funding levels are included in the final appropriations bill, PHAs' aggregated funding levels in dollars (not in terms of pro-ration percentages) would be roughly the same as they were in FY 2013. However, our funding levels could increase or decrease as a result of subsidy eligibility based on total public housing occupancy levels (the tool we completed and sent 11/21/2013).

AMP	Eligibility	Est. Prorated/Sequester	Difference
Moon Towers	\$354,626.00	\$283,701.00	\$70,925.00
Scattered Family Sites	\$872,597.00	\$698,078.00	\$174,519.00
Bluebell Tower	\$78,071.00	\$62,457.00	\$15,614.00

The Housing Choice Voucher Program also has been affected by sequestration. For FY 2013, the administrative fee account was funded at \$1.296 billion, resulting in an estimated proration of 68 percent administrative fee eligibility. For FY 2014, the stalled House and Senate bills proposed increasing the appropriation to \$1.35 billion (69% proration) and \$1.67 billion (85% proration) respectively. HUD has budgeted \$1.635 billion for administrative fees, which represents an 83% proration level. Where housing assistance payments (HAP) are concerned, the Senate bill would provide \$17.6 billion in direct funding for HAP renewals (equivalent to a 101% proration) compared with \$17 billion in the House bill (98% proration) and \$17.968 billion (103% proration) in direct appropriations requested by HUD's FY 2014 budget. By comparison, base voucher HAP renewals were funded at \$16.349 billion under sequestration in FY 2013, yielding an estimated 94% proration, the lowest in the 37-year history of the program. National data estimates nearly 45,000 fewer homes have been served in CY 2013 as a result. Our vouchers have held steady between 205 and 215, with room funding available to assist an additional 10 families.



An interesting note on public perception of sequester cuts affecting affordable housing programs – 41% of the general public polled agree that sequestration should not affect housing programs, while 36% were unsure and 23% disagreed. (NAHRO Housing America Poll)

## Public Housing Program

### Moon Towers

As of 10/28/2013, Brandi Watkins has been promoted to the position of Property Manager. Brandi previously served as the Occupancy Specialist for Moon Towers, holding that position for nearly five years. The installation of Brandi as Property Manager has been well received by residents and staff at Moon Towers. Subsequently, Brandi's former position opened on 10/28/2013. Internal and external position postings resulted in 20 resumes, 9 interviews, and a new hire effective 11/25/2013.

Work has begun on replacement of the shower faucet valves in all units at Moon Towers. Original projections have proven optimistic, as progress has been much slower than expected. Initially MSI indicated completion of 10-12 units a day, while actual production has been about 5-6 units per day. At the current rate, it is estimated the work will be completed by 12/31/2013. Fortunately, the replacement of the valves seems to be effective in "A" building, as affected residents have reported restoration of consistent hot water delivery.

Moon Towers hosted Laurie Klugger from Meridian Health Plan during the month to help residents transition to options under the Affordable Care Act. Additionally, a consultant from the Knox County Health Department helped residents navigate online signup for coverage.

Financial quick hits for Moon Towers:

- Average rent for the Moon Towers is \$201.34 per unit per month.
- 354 vacant unit days for a total vacancy loss of \$3,107.60 in *desired* rent, and a vacancy loss of \$2,008.11 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$35.88 per unit.
- Accounts Receivable for the Moon Towers is currently \$2,618.41
  - This number contains amounts previously resolved by the Board to write-off
  - The amounts will be written-off by 12/06/2013

Here is a snapshot of the occupancy at Moon Towers:

Moon Towers				
<b>Moon Towers A</b>	6	Efficiencies		
<b>88 Units</b>	2	1 Bedroom		
	0	2 Bedroom	Total:	8
	0	Accessible	Occupied:	91.0%
<b>Moon Towers B</b>	2	Efficiencies		
<b>89 Units</b>	0	1 Bedroom		
	0	2 Bedroom	Total:	2
	0	Accessible	Occupied:	97.8%

This positive momentum in the leasing of units at Moon Towers continues. Previous months showed occupancy rates in 85% - 88% range, and occupancy for November 2013 now sits at 93.3%. Efforts will continue to attain a minimum of 97% occupancy throughout.

The waiting list at Moon Towers was purged during the month of November, and currently sits at 81 applicants. Here is a breakdown of applicants by month for FYE 03/31/2014:

Moon Towers Waiting List		
	Month	Total
FYE 03/31/2013	-	105
April 2013	8	113
May 2013	4	117
June 2013	12	129
July 2013	12	141
August 2013	8	147
September 2013	10	137
October 2013	20	135
November 2013	11	81

### Scattered Family Sites

Updating this item from the previous Executive Director's reports, we are still waiting for a score from our REAC physical inspection conducted on 07/09/2013.

The after-school program is going well, as we have upwards of 50 children attending on a regular basis. Knox College students have volunteered their time, along with several KCHA residents, to ensure the children have a quality program to attend.

The KCHA Community Luncheon was held on 11/20/2013 at Cedar Creek Place. There were 23 people in attendance.

Financial quick hits for the Family Sites:

- Average rent for the Family Sites is \$55.94 per unit per month.
- 260 vacant unit days for a total vacancy loss of \$3,930.44 in *desired* rent, and a vacancy loss of \$781.56 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$38.32 per unit.
- Accounts Receivable for the Family sites is currently \$2,618.41
  - This number contains amounts previously resolved by the Board to write-off
  - The amounts will be written-off by 12/06/2013

Here is a snapshot of the occupancy on our Family Sites:

Family Sites				
	4	2 Bedroom		
<b>190 Units</b>	3	3 Bedroom		
	1	4 Bedroom	Total:	8
	0	5 Bedroom	Occupied:	95.8%

Family Housing has adequate application inventory. Positive momentum continues here as well, as our vacancy rate has dipped to 4.2%, down from 5.2% in October.

The waiting list for our Family Sites currently has 301 applicants awaiting housing. Here is a breakdown of applicants by month for FYE 03/31/2014:

Family Sites Waiting List		
	Month	Total
FYE 03/31/2013	-	158
April 2013	28	186
May 2013	25	211
June 2013	21	232
July 2013	31	263
August 2013	22	285
September 2013	10	282
October 2013	31	300
November 2013	21	301

### Bluebell Tower

The Care Center of Abingdon, along with Azer Clinic, recently held a luncheon/program for the residents of Bluebell. Approximately 30 residents attended, with the program centering on services offered by each agency.

The Knox County Health Department held an Affordable Care Act session at Bluebell Tower on 10/21/2013. This program was also made available to members of the general public in an effort to “show off” the good things happening at the Knox County Housing Authority.

WellCare conducted somewhat of a “focus group” program and luncheon on 10/23/2013. Resident feedback was solicited on programs/topics most important to them, and a brunch was served.

Financial quick hits for the Bluebell Tower:

- Average rent for the Bluebell Tower is \$272.22 per unit per month.
- 21 vacant unit days for a total vacancy loss of \$219.80 in *desired* rent, and a vacancy loss of \$103.60 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$7.15 per unit.
- Accounts Receivable for the Bluebell Tower is currently \$(148.18)

Here's a snapshot of occupancy at Bluebell Tower:

Bluebell Tower				
	0	1 Bedroom	Total:	0
51 Units	0	2 Bedroom	Occupied:	100.0%

The waiting list for Bluebell Tower currently has 22 applicants listed. Here is a breakdown of applicants by month for FYE 03/31/2014:

<b>Bluebell Tower Waiting List</b>		
	Month	Total
FYE 03/31/2013	-	65
April 2013	4	69
May 2013	4	73
June 2013	2	75
July 2013	3	78
August 2013	3	22
September 2013	1	23
October 2013	3	21
November 2013	2	22

## Housing Choice Voucher Program (Section 8)

### Application/Waiting List Activity

	Application Waiting List	Applicants Purged	Intake/Briefing
<b>April 2013</b>	186	15	0
<b>May 2013</b>	171	27	0
<b>June 2013</b>	144	8	0
<b>July 2013</b>	136	16	1
<b>August 2013</b>	111	19	7
<b>September 2013</b>	90	9	0
<b>October 2013</b>	68	7	16

### Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	Vouchers Terminated
<b>April 2013</b>	4	222	0	3
<b>May 2013</b>	1	219	3	2
<b>June 2013</b>	3	218	4	1
<b>July 2013</b>	1	212	10	4
<b>August 2013</b>	7	211	10	1
<b>September 2013</b>	6	207	11	6
<b>October 2013</b>	12	205	11	2

## Housing Assistance Payments

	Housing Assistance Payments (HAP)
April 2013	\$ 80,661.00
May 2013	\$ 79,033.00
June 2013	\$ 78,851.00
July 2013	\$ 79,548.00
August 2013	\$ 78,603.00
September 2013	\$ 77,148.00
October 2013	\$ 78,638.00
<b>TOTAL FYTD</b>	<b>\$ 552,482.00</b>

## Affordable Housing Program (A.H.P.)

### Prairieland Townhouse Apartments

The proposed rent increase received HUD approval after months of patience. All tenants had been previously notified, but were again apprised of the proposed rent increase. The increase goes into effect on 11/01/2013, and should help shore up the shortfall in tenant income (vs. budgeted amounts). Unfortunately, as a result of waiting for HUD approval, we experienced a \$2,136.00 gross loss of potential income.

Grounds work slowed to a crawl at Prairieland this month. The yards were only mowed twice, and cleanup was minimal. Three new trees were planted as well.

Dowers Roofing replaced five (5) roofs at the property. An initial snag in the material pricing was avoided as Tim Dowers came up with an inexpensive solution. Where previous sealing of the roof had required plywood sheathing (which would have required an additional expense), a 4" metal trim piece was fashioned to fit over and secure the duro-last to the shingled mansard. The solution did not require additional expense, and it looks great! We are very pleased with the work done on this project, and will be seeking to do an additional three (3) roofs before the end of the fiscal year.

This month the team created PrairieDog Field - a scaled down striped football field at Prairieland complete with goal post, end zones and labeled yard markers. It has been an excellent area for the 10-13 year old age group to have fun (away from building and windows) and the kids are proud to inform us that the "PrairieDogs" have compiled a 3-1 record!

Financial quick hits for the Prairieland Townhouses:

- Average rent for the Prairieland Townhouses is \$319.19 per unit per month.
- Vacancy loss of \$0.00 for zero vacancies!
- Accounts Receivable for the Prairieland Townhouses is currently \$11,351.00
  - This number contains amounts previously resolved by the Board to write-off
  - The amounts will be written-off by 12/06/2013
- Net profit for October 2013 - \$3,941.00
- Net profit TYD 2013 - \$26,934.00 (Transferred to Residual Receipts if unused)

## Brentwood Manor

Mechanical Service Incorporated (MSI) was called in to work on a drain problem that affected four units. This was a bothersome repair, as it took several days to troubleshoot and several more in demolition to get to the problem. Eventually the obstruction was resolved, and A.H.P. staff filled the holes, poured concrete, and replaced flooring to restore the units. The residents demonstrated great patience during this process.

Work began on replacing six stairwell window installations on 10/28/2013. There will be a slight delay in the completion of this work, as one panel of glass will need replaced. Once the panel is received, installation will continue.

Financial quick hits for the Brentwood Manor:

- Average rent for the Brentwood Manor is \$312.37 per unit per month.
- Vacancy loss of \$392.00 for two vacancies
- Accounts Receivable for the Brentwood Manor is currently \$9,047.00
  - This number contains amounts previously resolved by the Board to write-off
  - The amounts will be written-off by 12/06/2013
- Net profit for October 2013 - \$2,349.00
- Net profit TYD 2013 - \$141,387.00 (\$93,000.00 from ECRM Grant)

Here is a snapshot of occupancy for the A.H.P. properties:

A.H.P. Properties				
Brentwood Manor				
	2	Vacancies	Total:	1
<b>72 Units</b>			Occupied:	97.3%
Prairieland Townhomes				
	0	Vacancies	Total:	0
<b>66 Units</b>			Occupied:	100.0%

## Resident Opportunity and Self Sufficiency Program (R.O.S.S.)

KCHA has been notified by the Galesburg Community Foundation that \$10,000 was awarded to KCHA for the after-school program. KCHA has not yet received an award letter or check. The grant is to cover program expenses (salaries, supplies, and snacks) through December 2014. This is the first time KCHA has applied for GCF funds for the after-school program.

Maya Flores, the Knox Corps worker at Carl Sandburg College, along with her supervisor, Genny Stevens, coordinated a KCHA snack day at CSC. Student volunteers came together to prepare and deliver snacks for the KCHA after-school program. Approximately two months ago, Ms. Flores contacted the ROSS Coordinator to obtain details about volunteer opportunities in the after-school program. After that conversation, Ms. Flores followed up to ask if KCHA would be open to accepting a snack donation. The ROSS Coordinator worked with Ms. Flores to solidify plans. On Wednesday, November 13, Ms. Stevens, two CSC students, and two CSC Public Relations

representatives delivered generous snacks to all three family sites. Video footage and photographs may be used on the CSC Facebook page and in the CSC newsletter.

The ROSS Coordinator secured a product donation from Farmland Foods. One box of boneless pork loin (over 48 pounds) was donated. Some of this was used for the Thanksgiving luncheon, with the remaining to be used in future luncheons.

The ROSS Coordinator along with First Midwest Bank has scheduled a money management workshop for Thursday, 12/12/2013. Tenants who have made late rent payments will receive a letter that they are required to attend. It will also be advertised to all tenants, as they are welcome to attend the workshop voluntarily.

In-Person Counselors from the Knox County Health Department continue to meet with KCHA residents regarding the Affordable Care Act. Individual sessions have been set up on site in the community rooms as needed.

The ROSS Coordinator met with the Carl Sandburg College GED instructor, who teaches the GED class at Woodland Bend, regarding changes to the GED program and test for 2014. The complete test will increase in price from \$50 to \$120. The test will be computerized and require a higher overall performance to pass. The ROSS Coordinator will continue to communicate with the instructor and CSC to ensure KCHA residents are given the assistance needed to succeed.

One resident obtained a temporary custodial position at Knox College (with full-time hours) based on a referral by the ROSS Coordinator to the staffing agency.

In a campaign to reach customers of the Aldi store located at Henderson and Main Streets, Hy-Vee delivered a bag with paper towels and coupons to the area surrounding the Aldi store. The ROSS Coordinator worked with Hy-Vee to obtain these bags for each unit at Cedar Creek Place, Whispering Hollow and Moon Towers. The ROSS Coordinator then oversaw distribution and delivery to tenants.

## BOARD MEMO


216 W. Simmons St.  
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[www.knoxcountyhousing.org](http://www.knoxcountyhousing.org)

**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 11/22/2013

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 11/26/2013

**SUBJECT:** Update on Domestic Hot Water at Moon Towers

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### Executive Summary

Repair work commenced on the domestic hot water delivery system on 11/05/2013. MSI originally projected completing repairs at 10-12 units per day, with a projected completion period of approximately 17-20 business days. However, actual repair rates have been approximately 5-7 units per day, which has pushed out our project completion time.

The shower valve replacement work has been a multi-step process including demolition of the affected shower area, abatement of asbestos insulation, production of the new valves (which includes piping the new valves), installation of new valves, checking for leaks and installation and caulking of the solid surface panels. This has involved the coordination between KCHA staff and residents, MSI and IITI. Residents have been without use of their showers for 24-48 hours, but KCHA has continued to provide an empty unit for resident use.

As of 11/22/2013:

- All units on Moon Towers A side on floors 3-8 will be entirely completed (73 units).
- It is projected that Moon Towers A side shower valve replacement will be completed by Wednesday, 11/27/2013.
- Work will begin on Moon Towers B side on Monday, 12/02/2013.
- Based on work to date, it is projected that the 89 units on B side would be completed by 12/31/2013.

Residents have reported that they have been getting consistent hot water after their shower valves have been replaced. This has been confirmed by the temperature testing of the plumbers as well.



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**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 11/22/2013

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 11/26/2013

**SUBJECT:** Henderson County Housing Authority Section 8 Program Transfer

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### Executive Summary

The Department of Housing and Urban Development has contacted the Knox County Housing Authority requesting we consider taking over the Section 8 Program currently administered by the Henderson County Housing Authority. The HCHA currently administers 20 housing choice vouchers located throughout Henderson County. The HCHA has budget authority to administer 52 housing choice vouchers in their jurisdiction.

At this time, the agency is looking at this transfer from a financial aspect. On the positive side, the KCHA would see additional income from the administrative fees from the 20 vouchers, which could potentially expand to 52 vouchers if funding becomes available. On the negative side, the HCHA has a monthly HAP expense of approximately \$8,000.00 and only receives approximately \$6,300.00 from HUD to subsidize these vouchers. The difference is made up through a combination of net restricted assets and HUD held program reserves, the account balances of which would transfer to the KCHA upon agreement.

To be clear, if the agency agrees to take this on, this action would not add vouchers to Knox County. The request is for the KCHA to administer the Henderson County program.

This memo is informational, and no action is required at this point. The agency will conduct an in-depth analysis of HCHA's program and finances, and explore the financial impact of taking on the additional administrative functions. Further information will be brought before the Board at the December 2013 Regular Meeting of the Board of Commissioners.

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**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 11/22/2013

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 11/26/2013

**SUBJECT:** Election of Officers – Board of Commissioners

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### Executive Summary

Section 7 of the Knox County Housing Authority Board of Commissioners By-Laws calls for the election of the Chairperson and Vice-Chairperson at the annual meeting of the Authority. Nominations are taken from the Commissioners of the KCHA, and elections held as a result. Elected officers hold office for one year, or as long as the Board deem necessary.

The last election of officers held by the Board of Commissioners took place on 08/30/2011. At that time, the following Commissioners were nominated for and subsequently elected to the listed positions:

- Board Chairperson – Lomac Payton
- Board Vice-Chairperson – Roger Peterson

Traditionally, these elections have taken place at the annual meeting, which hasn't been held since 2011.

### Recommendation

It is the recommendation of the Executive Director to set the election of officers annually at the March Regular Meeting of the Board, to coincide with the agency's fiscal year.

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**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 11/22/2013

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 11/26/2013

**SUBJECT:** KCHA Employee Benefit Budget

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### Executive Summary

The topic of employee benefits has been brought to the forefront as of late. Declining budgets brought on sequestration coupled with annual year-over-year proration to HUD funding has caused us to consider cost saving measures to balance agency budgets.

At the 11/14/2013 Board work session, the idea was advanced to set a budget limit for employee benefits such as insurance, retirement, and life insurance. Setting a budget for employee benefits would allow the agency to tailor a benefit program around an annual budget, and could help bring balance to our volatile budget situation.

For the December 2013 Regular Meeting of the Board, we will distribute a benefit budget analysis for the past three years, and discuss setting a budget amount for fiscal year 04/01/2014 through 03/31/2015. The budget analysis will be reviewed beforehand at the December 2013 Finance Committee Meeting, and a recommendation will be brought before the full Board at the 12/31/2013 meeting.

# Public Housing Authorities Directors Association



## Conference Agenda

*\*Agenda items and times are subject to change*

<b>General Conference Events</b>
<b>EDEP Events</b>
<b>Committee Meetings</b>
<b>Sessions Geared to All Attendees</b>
<b>Sessions Geared to EDs and HA Staff</b>
<b>Sessions Geared to Commissioners</b>

### Friday, January 10

Click on session titles for description

7:00 am–8:00 am	EDEP Registration	Magnolia Foyer
8:00 am–5:00 pm	EDEP: Public Relations	Magnolia A-C
12:00 pm–1:00 pm	EDEP Lunch	Hemingway's

### Saturday, January 11

7:00 am–8:00 am	EDEP Registration	Magnolia Foyer
8:00 am–5:00 pm	EDEP: Executive Housing Management	Magnolia A-C
12:00 pm–1:00 pm	EDEP Lunch	Hemingway's

### Sunday, January 12

7:30 am - 6:00 pm	<b>Conference Registration</b>	Registration Area
8:00 am - 5:00 pm	EDEP: Executive Housing Management	Magnolia A - C
8:00 am - 9:30 am	Legislative/Regulatory Briefing	Palm A - F

8:15 am - 9:30 am	Golf Committee Meeting	Gardenia
9:40 am - 10:40 am	Small PHA Committee Meeting	Gardenia
11:00 am - 12:00 pm	Bollinger Committee Meeting	Gardenia
10:50 am - 12:20 pm	Housing Committee Meeting	Regency Hall 1
12:00 pm - 1:00 pm	EDEP Lunch	Hemingway's
1:00 pm - 2:30 pm	Professional Development Committee Meeting	Regency Hall 1
2:30 pm - 4:00 pm	Legislative Committee Meeting	Gardenia
4:10 pm - 5:30 pm	Membership Committee Meeting	Regency Hall 1
5:30 pm - 7:30 pm	Welcome Reception	Upper Pool Deck 1 & 2 Portico (back up)

## Monday, January 13

7:30 am - 4:30 pm	<b>Conference Registration</b>	Registration Area
7:30 am - 8:30 am	<b>Continental Breakfast</b>	Pre-function Area
7:30 am - 8:30 am	<b>First-Timers and New Members Breakfast</b>	Palm A - F
8:30 am - 10:30 am	Opening Session	Grand Cypress DEF
10:45 am - 12:00 pm	Managing LIPH Funding And Maximizing Subsidy	Grand Cypress ABC
10:45 am - 12:00 pm	Dealing with Crisis & Creating a Blueprint for Success	Grand Cypress GHI
12:05 pm - 1:05 pm	Personnel Committee Meeting (for committee members only)	Orchid
1:15 pm - 2:15 pm	Finance Committee Meeting (for committee members only)	Orchid
1:30 pm - 2:45 pm	PHAS III: Sequestration Impacts	Grand Cypress ABC
1:30 pm - 2:45 pm	What is the Board's Role When Purely Difficult Administrative Decisions Have to be Made by the Executive Director	Grand Cypress GHI
3:00 pm - 4:30 pm	HCV & FDS Updates	Grand Cypress ABC
3:00 pm - 4:30 pm	Executive Management Goal Setting	Grand Cypress GHI

## Tuesday, January 14

7:30 am - 3:00 pm	<b>Conference Registration</b>	Registration Area
7:30 am - 8:30 am	<b>Continental Breakfast</b>	Pre-function Area
8:00 am - 9:30 am	Executive Board Meeting (for committee members only)	Gardenia
8:30 am - 11:45 am	PHADA's "4F Club": Fighting for Funding, Flexibility for the Future	Grand Cypress ABCDEF/Palm A - F
8:30 am - 10:00 am	Our Non-Smoking Policy Goes to Pot	Grand Cypress GHI
10:15 am - 11:45 am	Considering a Consortia? What HAs Need to Know	Grand Cypress GHI
12:00 pm - 1:30 pm	<b>EDEP Graduation Luncheon</b>	Regency Hall
1:45 pm - 3:15 pm	Waiving Your Way Out of the Regulatory Quagmire	Grand Cypress ABC
1:45 pm - 3:15 pm	How the ReThink Initiative Can Help PHAs	Grand Cypress GHI
	Board of Trustees Meeting	

3:15 pm - Conclusion	<i>(for trustees only)</i>	Palm A - F
3:30 pm - 4:45 pm	The New Fair Housing Rule & the "Disparate Impact" Case: Their Effect on Your Agency's Operations	Grand Cypress ABC

## Wednesday, January 15

7:15 am–12:00 pm	<b>Conference Registration</b>	Registration Area
7:15 am–8:00 am	<b>Continental Breakfast</b>	Pre-function Area
8:00 am–9:30 am	Report from the "4F Club"	Grand Cypress D - F
11:15 am–12:30 pm	Current Events in Housing	Grand Cypress D - F
6:00 pm–8:00 pm	<b>Closing Dinner</b>	Grand Cypress D - F

## Education Session Descriptions

### Managing LIPH Funding and Maximizing Subsidy

#### Description:

This session will examine subsidy maximization techniques and monitoring and include a discussion on eligible uses of (remaining) operating reserves. Instructors will discuss sequestration and proration in the context of the current 2014 budget/Continuing Resolution. They will highlight common areas in the subsidy application process where funds are sometimes left on the table, and review common mistakes in the subsidy request and subsidy revision processes. The course will examine the multiple indicators that HUD is using to measure reserves and liquidity, and provide tips to protect reserves in the future. This session is geared for EDs and staffers.

**Speaker:** *Brian Alten and Claire Russ, BDO PHA Finance*

### Dealing with Crisis & Creating a Blueprint for Success

#### Description:

During times of crisis PHAs need to make effective long term decisions. Lives, property, the stability of housing, and the well being of an entire community may be at risk. It is essential that PHAs respond quickly and effectively to new opportunities and ever changing funding challenges. They must be well informed of facts and options, and consider long term goals. Do you have the experience, processes and leadership in place to meet these challenges? In this session, open to all attendees, we will discuss effective leadership. Anyone can lead during the easy times. It takes true leadership to guide an organization and help it survive and even thrive during turbulent times.

**Speaker:** *Susan Anderson, Community Housing Services*

### PHAS III: Sequestration Impacts

#### Description:

While many Commissioners and PHAs have adjusted to the "learning curve" of the Interim PHAS rule, dramatic reductions in recent funding with no relief anticipated for Calendar Year 2014 have sparked speculation about impacts on scoring. Industry groups are advocating for advisory scoring, and in the meantime PHAs would like to know how to better anticipate PHAS scores to prepare their staff, Board and community for scoring realities. This session will focus on elements of the Interim PHAS rule that may be impacted by reductions in funding, as well as those elements of the scoring mechanism where a PHA may still have flexibility to impact positive change. We will examine real case study

ratios and scoring for the Financial Interim PHAS indicators and discuss what we may realistically expect with future Fiscal Year's scoring. This session is geared for EDs and staffers.

**Speaker:** *Claire Russ, BDO PHA Finance*

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## **What is the Board's Role When Purely Difficult Administrative Decisions Have to be Made by the Executive Director?**

### **Description:**

Boards have different "levels of need-to-know" about what the executive director is doing; the line between administration and oversight is often blurred and some boards (and executive directors) struggle with the difference between right and wrong. Through an actual Case Study, we will attempt to answer the question: "Should a board ever be deprived of its oversight role?" This session is geared for commissioners.

**Speaker:** *Leo Dauwer, Consultant*

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## **HCV & FDS Updates**

### **Description:**

This dual-purpose session will examine prudent financial management of the Section 8 program as well as review new changes to the Financial Data Schedule effective for current and upcoming fiscal year end submissions. During the HCV discussion, instructors will discuss managing risk and achieving balance between the dual priorities of maximizing (or maintaining) leasing levels and weathering uncertain revenues. They will examine restricted, unrestricted & program or "HUD-held" reserves, as well as various program elements that may impact strategy for the next funding year. The FDS portion of the session will discuss the recently released system updates that will change how your PHA will report financial information at year end. This session is geared for EDs and staffers.

**Speaker:** *Brian Alten and Claire Russ, BDO PHA Finance*

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## **Executive Management Goal Setting**

### **Description:**

As agencies look for methods to measure employee performance, Commissioners and Executive Directors are increasingly applying "Goal Setting" to their performance management system. Using the Goal Setting process, Boards and Executive leadership set quantifiable Agency goals, which establish the foundation for goals throughout the agency's departments, divisions, and employees. Moreover, Goal Setting facilitates the development of specific action items, deliverables, and deadlines necessary to accomplish each goal. As a result, employees at all levels have defined work performance benchmarks to work toward. These benchmarks yield quantifiable performance data that management can use to measure employee performance, in a manner that is better aligned with the agency's mission. This session lead by Jason Geno, from Human Capital Initiatives, LLC explores the concept of Goal Setting, and will illustrate to Commissioners and Executive Directors how to use an automated template and dashboards to systematically and effectively rate performance. This session is open to all attendees.

**Speaker:** *Jason Geno, Human Capital Initiatives, LLC*

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## **PHADA's "4F Club": Fighting for Funding, Flexibility for the Future**

### **Description:**

In recognition of the serious challenges facing many HAs and the need do something different for this



particular conference, PHADA plans to ask Executive Directors and HA staff to participate in various group discussions scheduled for Tuesday morning, January 14. Association leaders and PHADA staff will facilitate rotating group meetings, which are intended to produce some practical and innovative ideas and solutions that members can utilize, and that PHADA may pursue as part of its 2014 legislative agenda. A key objective is for attendees to hear from their counterparts about some useful measures they've implemented in their communities that might be replicable on a broader scale. Among other topics, some of the expected issues to be addressed include: how HAs might "opt out" of public housing; operational and regulatory changes they might pursue; HCV cost-saving measures; ways HAs can generate more revenues and reduce costs; and unique approaches for small HAs. The session will be led by Joe Schiff, President of the Schiff Group. Mr. Schiff will report out the results and group recommendations on Wednesday morning.

**Speaker:** *Joe Schiff, Schiff Group*

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## "Our Non-Smoking Policy Goes to Pot"

### **Description:**

On February 10, 2011, HUD issued a field memorandum to all HAs providing guidance and direction with respect to the use of Medical Marijuana in both Public Housing and Housing Choice Voucher Programs. In that memorandum, HAs that operate in states that have enacted laws legalizing the use of medical marijuana were given specific direction in dealing with marijuana users. The memo clearly differentiates between two distinct groups: new admissions and current residents. This session will provide sample board resolutions and policies for commissioners to bring back to their boards. There will also be open microphones for attendees to share the manner by which they have addressed the issue. This session is geared for commissioners.

**Speaker:** *Leo Dauwer, Consultant*

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## Considering a Consortia? What HAs Need to Know

### **Description:**

In these times of constrained budgets and cost-cutting, regulatory agencies at the federal and some state levels are encouraging small and even medium size HAs to consolidate and possibly merge with other HAs. This session will instead suggest that HAs consider retaining their independence, identity, and local control and explore another way they can reduce expenses through collaborative relationships. The formation of a consortia is one such way that can save HAs money and lead to more efficiencies, but still allow for local control. The session will be led by three panelists that have broad experience in the field. Barbara Bozon of the Central Texas Housing Consortium, Leo Dauwer, Consultant, and Allison Minton, of Texoma Housing Partners will discuss the benefits and necessary steps to form these types of arrangements. The session is open to all attendees.

**Speakers:** *Barbara Bozon, Leo Dauwer, and Allison Minton*

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## Waiving Your Way Out of the Regulatory Quagmire

### **Description:**

In light of harsh budget cuts and sequestration, PHADA and others been advocating that Congress and HUD provide much more local flexibility to HAs. At the same time, a Washington law firm and an influential group of E.D.s suggested HUD adopt a "bundled waiver" approach to give HAs more relief. Under their recommended process, HUD could quickly allow agencies to cut red tape in three particular areas, including resident services, housing development, and operational efficiencies. The group provided HUD very specific proposals and cited the sections of the CFR that could be waived and applied to all interested HAs, noting that the Department already has the legal authority to take this action. Their plan would allow agencies to streamline their procedures without sacrificing



residents' rights or HUD's ability to hold agencies to account. Sharon Wilson Geno of the Washington law firm, Ballard Spahr, Jon Gutzmann of the St. Paul (MN) Housing Agency and Josh Meehan of the Keene (NH) Housing Authority will discuss this approach. They will leave time for audience feedback and other ideas on how HAs can better mobilize for much needed regulatory relief.

**Speakers:** *Sharon Wilson Geno, Ballard Spahr, Jon Gutzmann, St. Paul (MN) Housing Agency and Josh Meehan, Keene (NH) HA*

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## How the ReThink Initiative Can Help PHAs

### Description:

The ReThink Initiative was developed by Housing Authority Insurance (HAI) with support of PHADA, CLPHA, and NAHRO. ReThink creates awareness for and inspires people to learn about public housing. This initiative encourages the public to realize the benefits that public housing offers individuals as well as the greater community. Courtney Rice, the Corporate Communications and Branding Manager at HAI Group and champion of the ReThink initiative, will provide an overview on how to communicate with local media outlets and create interest about your own resident success stories. She will share the expertise gained by HAI Group over the last few months since the launch of ReThink. She will also give tips on how to use the ReThink initiative to give your own stories more weight as the national campaign will help to bolster media interest. Any local story that can be tied to a national campaign will be more interesting through the eyes of a reporter, and HAI Group wants to help get your stories published. This session is open for all attendees.

**Speaker:** *Courtney Rice, Housing Authority Insurance*

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## The New Fair Housing Rule & the "Disparate Impact" Case: *Their Effect on Your Agency's Operations*

### Description:

This past summer, HUD proposed new a Fair Housing rule that significantly amends requirements for HAs and others to "Affirmatively Further Fair Housing." PHADA and more than 1,000 other groups and individuals have commented on the rule, which requires housing providers to consider residents' access to high quality education, transportation, employment opportunities, and recreational and other community centers. Meanwhile, the U.S. Supreme Court is expected to soon consider a major Fair Housing case that holds profound implications for public housing agency operations, particularly tenant screening, credit checks and eviction proceedings. Housing Agencies need to understand both of these important legal issues. In a session open to all attendees, Sharon Wilson Geno of the Washington law firm, Ballard Spahr, will outline the issues and answer question as to how HAs can best prepare to address them.

**Speaker:** *Sharon Wilson Geno, Ballard Spahr*

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## Current Events in Housing

### Description:

A popular favorite at PHADA conferences, association leaders and staff will conduct a panel discussion on the major issues of the day. Panelists will also cover some pending housing authorization legislation including efforts to expand the Moving to Work program and SHARP. The session is open to all attendees.

**Speakers:** *PHADA Staff*

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For more information, contact **Stephanie White**, PHADA Director of Meetings, at 202-546-5445.